

JOB DESCRIPTION

Job Title	Philanthropy Manager
Department	Engagement
Reporting to	Head of High Value Relationships
Line Manages	N/A
DBS check requirement	Basic
Location	Avonmore Road, London W14 8RR (with hybrid working)

Our vision

Every older person can afford to live well.

Our mission

We stand with older people in financial hardship, offering urgent help today, and shaping a fairer, more secure tomorrow.

JOB PURPOSE

The Philanthropy Manager will work closely with the Head of High Value Relationships to deliver the Major Donor Strategy and grow this income stream from scratch. This will involve re-engaging a pool of prospects currently giving at lower levels and working with senior volunteers to cultivate relationships with new supporters. To support this work, we have recently conducted extensive network mapping and worked with a consultant to develop a compelling major donor case for support.

The postholder will manage a portfolio of individual relationships and co-lead on the delivery of high-level events to inspire philanthropic support in line with agreed income targets (£110k in 2027).

The postholder will collaborate with colleagues from departments across the organisation to understand the issues faced by older people living in financial hardship, develop their knowledge of our services, identify and distil fundraising opportunities, and secure high-level philanthropic support via face-to-face meetings, events or written applications.

KEY RESPONSIBILITIES

- Manage a portfolio of warm major donor prospects with the aim to uplift giving via a relationship-based, donor-centric approach to fundraising.
- Working closely with the Head of High Value Relationships, Senior Leadership Team and Trustees, to cultivate relationships with cold prospects inspiring five and six-figure philanthropic support.
- With support from the High Value and Corporate Teams, lead the design and delivery of an exciting high-level events portfolio, aimed at strengthening engagement with major donor prospects.
- Undertake detailed prospect research, ensuring pipelines continue to build with new prospects who

are aligned with our work.

- Collaborate with colleagues across the organisation to produce and submit high quality, accurate and compelling funding asks.
- Deliver first-class, meaningful stewardship to build trusting relationships with existing major donors, designed ultimately to retain and uplift support.

Major Donor Management, Planning and Reporting

- Own the implementation of the Major Donor programme, ensuring year-on-year income targets and associated KPIs are met/exceeded.
- Ensure all information relating to your work is recorded on appropriate CRM systems in an accurate and timely manner.
- Ensure all income is banked in an accurate, compliant, and timely manner.
- Be accountable for the analysis and evaluation of performance information, income & expenditure, monitoring and reporting against objectives, outcomes and KPIs.
- Contribute to the annual financial and operational plans for Major Donor Fundraising.

Management

- Champion Equity, Diversity and Inclusion in all that we do.
- Demonstrate empowering and inspirational leadership.
- Effectively manage budgetary or financial responsibility and support the embedding of a culture of financial awareness and scrutiny.
- Maintain compliance and adherence with all processes to ensure good governance.

General Responsibilities

- Embrace diversity and share in our commitment to equality of opportunity and to eliminating discrimination
- Model and embed Independent Age's values and behaviours.
- Share in our commitment to promoting welfare and safeguarding adults at risk of harm and any children or young people connected with them that we may come into contact with through our work.
- Ensure that information is obtained, used and stored in accordance with our Data Protection and Confidentiality policy.
- Undertake any other duties commensurate with the level of the role.

How We Work

At Independent Age, we live by our values and EDI principles.

Our **values** are:

- **Trusted** – a culture based on reliability and mutual respect
- **Empowering** – an inclusive approach that helps people to thrive
- **Transformative** – a commitment to meaningful, intentional change towards shared goals

Our EDI principles

We will:

- **Champion equity, diversity and inclusion**
Challenge inequality, celebrate diversity, promote equity of opportunity, promote diverse representation, foster belonging, be an ally/champion.

- **Embed EDI in everything we do**

Integrate EDI into planning and delivery, use evidence to inform action, commit to continuous improvement.

- **Lead with integrity and accountability**

Lead by example, be transparent and accountable.

- **Use our voice and influence for positive change**

Influence externally, champion beneficiaries.

PERSON SPECIFICATION

- Demonstrable experience of personally securing four or five figure philanthropic support (ideally from major donors, though other income streams considered)
- Demonstrable experience of managing and growing a pipeline of warm and cold major donor prospects, either personally or as part of a team
- Demonstrable experience of leading or contributing to the planning and delivery of high-level events to successfully engage existing and/or prospective donors
- Demonstrable experience of delivering high-level, bespoke stewardship to retain the support of philanthropic donors
- Excellent communication skills - written, verbal, and presentational.
- Ability to analyse, understand, and translate data for different audiences.
- Excellent organisational skills with the ability to prioritise and multitask.
- Proven project management skills.
- Excellent influencing and negotiation skills.
- Excellent stakeholder management skills.
- Demonstrable ability to collaborate, innovate, and take a creative approach to tasks.
- Attention to detail in the gathering, recording, and dissemination of information.
- Demonstrable experience of database management.
- A demonstrable passion for and affinity with our cause.
- Ability to occasionally work out of hours when necessary.