

## **JOB SPECIFICATION**

### **Philanthropy Manager**

Full Time – Option for Remote/Office Based or Hybrid working

Salary- £34,000 - £40,000 DOE

June 2024

SCAA operates across the whole of Scotland and its many islands, flying paramedic and/or doctor-led teams to the scene of serious injury or illness and airlifting patients on to appropriate hospital care. As part of an ongoing strategy of development SCAA is looking for a motivated, focussed and committed individual to help raise the profile of the service and funding required to continue to provide support across Scotland.

This role has the option to be a remote role with the expectation to attend donor or team meetings when required. As well as working alongside the fundraising and communications team you will be working with the SCAA pilots and paramedics. You will be part of a dynamic team passionate about supporting our incredible supporters to see the impact they have on our critical service through their donations of time and money.

The Philanthropy Manager is a new role for SCAA, demonstrating their commitment to growth in the coming years, however we do have an establish pool of donors. As this is a new role, the successful candidate will be able to make the role their own, determining their own success through a meaningful set of KPI's. You will help SCAA to achieve their ambitious goals and continue to provide a lifesaving essential service across Scotland into the future through a programme of sustainable Philanthropic giving.

### **About the role**

As Philanthropy Manager, you will:

- Manage a portfolio of warm and cold prospects cultivating and stewarding these relationships.
- Identify and cultivate new donor prospects, with a cross team focus on pipeline development.
- Lead on the implementation of a strategic stewardship programme, including the delivery of high level, engaging stewardship events for high-net-worth supporters that inspire philanthropic support.
- Lead and support strategic projects to help further the philanthropy programme as a new income stream.
- Developing relationships with trustees and senior leadership to identify and maximise prospects and opportunities.
- Collaborating with the individual giving team to implement stewardship communications for mid value donors and to support donor segmentation, if relevant, for organisational campaigns.
- Supporting the development of the ambassador programmes, identifying, and cultivating relationships with high profile celebrities.
- Working with operations to identify ways of feeding impact back to donors.
- Keeping abreast of changes and giving trends in the sector.
- Ensure donor communications are strategic, relevant, and high impact.
- Create a donor development strategy to advance efforts to engage with the Scottish diaspora.

## **OPERATIONAL**

- Lead on the annual budget process for Philanthropy, working closely with Director of Development and Engagement. Deliver on personal income targets as per the Philanthropy financial targets.
- Proactively manage budgets, monitor, and report on Philanthropy income generation including corporate pipeline, new business achieved and the status of existing donors to ensure income targets are delivered.
- Ensure that all Philanthropic approaches are compliant with GDPR and following good practice as defined by the Chartered Institute of Fundraising.
- Work with the Director of Development and Engagement to develop and implement effective policies and procedures for demonstrably successful Philanthropic relationship development and donor stewardship.

## **COMMUNICATION/LIAISON**

- To collaborate with colleagues across the organisation to develop compelling propositions, showcasing the voices and stories of patients and supporters.
- To work closely with the finance team to ensure we are representing and managing financial information and legal agreements accurately and effectively.

## **GENERAL RESPONSIBILITIES**

- Maintain and improve competencies through continuous professional development.
- Collaborate with staff across the charity and key partners.
- Work effectively and efficiently to administrate and communicate, health and safety protocols and policies to ensure that organisational systems and procedures are implemented.
- Abide by organisational policies, codes of conduct and practice as described in the Staff Handbook.
- Treat with confidentiality any personal, private, or sensitive information about individual organisations and or schemes or staff etc.
- Perform other associated duties as may arise, develop, or be assigned to in line with the broad remit of the post.
- Be prepared to travel throughout Scotland and occasionally beyond to meet the needs of the business.

## About You

- A passionate relationship manager with experience of either high value fundraising or be able to demonstrate extensive exceptional donor stewardship experience.
- An excellent communicator, evidenced by close successful relationships with senior stakeholders, donors, volunteers, ambassadors, and board members.
- Inspired and motivated by the prospect of supporting the development of a new philanthropy programme and further developing a diverse pipeline of individual donors.
- Empathetic, with the ability to respond sensitively and appropriately to emotional circumstances including donors closely impacted by our services.
- Creative, bringing new ideas that further support the success of philanthropy.
- A team player and collaborative, whilst being pro-active and self-sufficient.
- Adhere to all fundraising regulation and best practice guidance, identify areas of development, and contribute to the Public Fundraising Team's ongoing pursuit of excellence.
- Demonstrate a commitment to delivering excellence, and to driving and implementing continuous improvement practices.
- Experience of working with relevant fundraising databases.
- Must have a driving licence and access to a car or other form of transport to support donor meetings.

Enquiries to Criona Knight, Director of Development & Engagement – [c.knight@scaa.org.uk](mailto:c.knight@scaa.org.uk)

Closing date is **Wednesday, 19<sup>th</sup> June at 11.59pm**

Interviews will be held on **Thursday, 27<sup>th</sup> June**