

JOB DESCRIPTION

Job Title	Philanthropy Manager
Reporting To	Head of Philanthropy
Location	North Weald, Epping or Earls Colne, Colchester
Hours	37.5 hours/ 5 days a week
Salary	£45,000 to £50,000 per annum
Duration	Permanent

Background Information

About Essex and Herts Air Ambulance Trust (EHAAT)

Essex & Herts Air Ambulance, unlike NHS emergency services, is a charity. The free life-saving service is provided 24/7 by helicopters and by rapid response vehicles.

Each critical care team consists of a pilot and co-pilot, a pre-hospital care doctor and a critical care paramedic.

They can be rushed to the scene with life-saving support equipment to deliver advanced clinical care, usually only in the hospital emergency department.

Once stabilised, the patient will be conveyed to the most appropriate hospital by air or land.

Without access to National Lottery funding and with only limited support from Government, we rely upon the generosity and goodwill of the people and businesses of Essex and Hertfordshire to remain operational and keep saving lives...***we can't fly without you!***

Job Purpose

The Philanthropy Manager will play a key role in securing high-value income to support Essex & Herts Air Ambulance Trust (EHAAT). Focusing on major donor relationship management, prospect development, and special strategic fundraising projects, the postholder will help grow and steward a portfolio of high-value supporters to maximise income and create transformational opportunities for donors.

This role is central to helping deliver EHAAT's ambitious Philanthropy income targets as part of its new strategy, and strengthening our pipeline of long-term, high-value supporters.

Specific duties and responsibilities

- Manage and grow a portfolio of major donors and high-value prospects, working with the Head of Philanthropy to secure increased and sustained levels of giving
- Design and deliver tailored cultivation, solicitation, and stewardship strategies to maximise long-term donor value
- Lead sophisticated donor engagement, including high-level meetings, VIP visits, briefings, events, and bespoke giving opportunities
- Coordinate senior-level engagement involving the Head of Philanthropy and SLT and EHAAT's Development Board to help secure and steward transformational gifts
- Take strategic responsibility for the growth, quality, and progression of EHAAT's major donor and high-value prospect pipeline
- Apply insight, wealth screening, and professional judgement to prioritise prospects and define clear next-step strategies
- Ensure accurate pipeline reporting and CRM discipline to support forecasting, performance tracking, and strategic planning
- Enable integrated fundraising approaches that align major donors, trusts, and corporate partners around shared strategic goals
- Contribute input into project scoping, financial planning, impact measurement, and reporting to major funders
- Ensure events and experiences are purposeful, relationship-led, and contribute clearly to donor progression and income objectives
- Champion a culture of relationship-led philanthropy, ethical fundraising, and strategic donor engagement across the organisation
- As EHAAT is a patient focused emergency medical charity we feel it is essential that all our staff are competent and confident in the delivery of CPR and use of an AED (defibrillator) in an emergency. For this reason, you will need to complete mandatory, in house, CPR and AED awareness training annually

Person Specification- Post

Criteria	Essential	Desirable	How identified & assessed
Knowledge / skills			
Experience building relationships with high value donors or senior stakeholders	X		Application/ Interview
Demonstrable fundraising experience in major gifts, partnerships, T&F, or related high value income streams	X		
Strong research, analytical and prospecting skills	X		
Excellent written communication and proposal writing abilities	X		
Confident communicator with the ability to influence and inspire	X		
Highly organised with strong project management skills	X		
Ability to work proactively and collaboratively across teams.	X		
Experience of working with senior volunteers, Trustees, or campaign boards		X	
Experience within healthcare fundraising, air ambulance, or emergency services charities		X	
Knowledge of wealth screening tools, CRM systems, and prospect research methodologies		X	
Experience			
High value relationship management with major donors and / or senior stakeholders including cultivation, solicitation and stewardship	X		
Demonstrable experience of securing major gifts or high value funding through major donors, partnerships, trusts and foundation or similar income streams	X		
Strategic prospecting and pipeline management with an understanding of how to manage a portfolio of diverse donors	X		
Experience of leading or contributing to fundraising or strategic projects involving multipole stakeholders		X	

Personal qualities			
Strategic and commercially astute	X		
A confident and credible relationship builder	X		
Proactive, resilient and outcome driven	X		
Professional with strong ethical judgment	X		