

Job Description

Job Title: Philanthropy Manager

Responsible to: Head of Philanthropy

Job Purpose:

Philanthropy is a core pillar of Acorns income strategy, delivering transformational income through Major Donors, high-level Family Trusts and Foundations, alongside our Celebrity Ambassador Programme. The Philanthropy Manager will be responsible for identifying, cultivating, soliciting and stewarding a portfolio of high-value supporters, delivering agreed income targets and building long-term, values-led relationships.

Working closely with colleagues across Fundraising and the wider organisation, the postholder will develop and deliver tailored relationship plans that inspire significant philanthropic investment in Acorns work and demonstrate the impact of donors' support.

Main Duties:

Portfolio and Income Delivery

- > Own and deliver an agreed annual income target from Major Donors and high-level Trusts and Foundations, operating within agreed expenditure limits.
- > Manage a portfolio of existing and prospective high-value supporters, taking time to understand their motivations, interests and capacity to give.
- > Develop and deliver individualised cultivation, solicitation and stewardship plans that lead to five-figure and above gifts and multi-year commitments.
- > Shape and drive new business activity, with the support of the Senior Partnerships Manager, to secure new high-value prospects and strengthen the philanthropy pipeline.

Prospecting and Relationship Management

- > Identify, research and qualify new Major Donor and high-level Trusts and Foundations prospects, working collaboratively with the Trusts and Foundations Manager, Corporate Partnerships team and Individual Giving colleagues.
- > Network effectively to build a sustainable pipeline of philanthropic prospects, utilising senior leaders, trustees and ambassadors where appropriate to open doors.
- > Attend meetings and events with prospects and supporters, including hospice visits, cultivation events and stewardship activities.

Proposals, Stewardship and Donor Experience

- > Develop compelling, high-quality proposals, cases for support and tailored communications that clearly articulate Acorns impact and funding priorities.
- > Deliver an exceptional donor experience and stewardship journey, ensuring supporters feel valued, informed and inspired.
- > Organise and deliver engagement and stewardship events for major donors and trusts, working closely with colleagues across the Partnerships and Donor Experience teams.

- > Provide timely, accurate and impactful reports and updates to donors, including managing data and information requests in line with internal processes.

Proposals, Stewardship and Donor Experience

- > Work closely with Care, Finance, Data, Facilities and Marketing & Communications teams to develop robust funding propositions and packages of support.
- > Maintain accurate and up-to-date records of all supporter interactions and activity on the CRM system.
- > Feed into pipelines, budgets and forecasts, providing regular reporting on activity, performance against targets and KPIs.
- > Contribute to team meetings, planning and strategy discussions, sharing insights and best practice.

Infection Prevention and Control

All Employees and Volunteers of Acorns will be expected to follow all infection prevention and control policies and procedures to ensure a safe and healthy environment. This includes maintaining best hygiene practices, using personal protective equipment (PPE) as required, and adhering to safety protocols to minimise the risk of infection. It everybody's responsibility to promote a clean and safe environment for staff, children, young people and their families.

Health and Safety

All Employees and Volunteers of Acorns are required to comply with all health and safety policies and procedures in accordance with the Health and Safety at Work Act 1974. This includes taking reasonable care of their own health and safety, as well as that of others who may be affected by their actions. The role involves using personal protective equipment (PPE) when necessary, following established safety protocols, reporting hazards or unsafe conditions, and participating in health and safety training. All Employees and Volunteers of Acorns must actively contribute to maintaining a safe and healthy environment and cooperate with the employer to ensure compliance with relevant health and safety legislation.

Environmental sustainability

All Employees and Volunteers of Acorns are required to support in minimising environmental impact wherever possible, including recycling, switching off lights, computers, monitors and equipment when not in use. Helping to reduce paper waste by minimising printing/copying and reducing water usage, reporting faults and heating/cooling concerns promptly and minimising travel. Where the role includes the ordering and use of supplies or equipment the post holder will consider the environmental impact of purchases.

Safeguarding

Acorns is committed to safeguarding and promoting the welfare of children and adults and expects all staff and volunteers to share this commitment. It is the responsibility of all staff to always safeguard and protect children and adults at risk, staff must report any concerns as per safeguarding policies and procedures which are available on Acorns internal systems. Every staff member must undertake regular mandatory safeguarding training at a level relevant to their role.

Data Protection and Confidentiality

All Employees and Volunteers of Acorns are required to comply with all relevant data

protection laws, including the Data Protection Act 2018 and the General Data Protection Regulation (GDPR). This includes ensuring the confidentiality, integrity, and security of personal and sensitive information. All Employees and Volunteers of Acorns must handle all data in accordance with organisational policies and procedures, ensuring it is only used for its intended purpose and is not disclosed to unauthorised individuals. The role may involve safeguarding personal data, reporting any data breaches, and always maintaining strict confidentiality to protect both individuals' privacy and the organisation's legal obligations.

Equality, Inclusivity and Diversity

All Employees and Volunteers of Acorns are required to promote and uphold the principles of equality, inclusivity, and diversity in all aspects of their work. This includes ensuring that all individuals are treated with respect and fairness, regardless of their race, gender, age, disability, sexual orientation, religion, or any other characteristic protected by law. All Employees and Volunteers of Acorns must comply with relevant legislation, including the Equality Act 2010, and contribute to creating an inclusive environment that values diverse perspectives. The role involves actively challenging discrimination and bias and supporting the organisation's commitment to providing equal opportunities for all.

Other Duties:

- > To act as an ambassador for Acorns raising awareness of its charitable aims and objectives and enhancing its reputation through exemplary behaviour, conduct and team working
- > To put the needs and interests of Acorns Children, Young People and their families first in all aspects of their work
- > To ensure compliance with Acorns policies for diversity, employment, equal opportunities, health and safety, information governance and safeguarding.
- > To actively participate in a performance and development review process and any training and development identified to further enhance your role with Acorns.
- > To be innovative, commit to continuous learning, researching new ideas, monitoring new technology advancements, sharing good practice across the team and colleagues
- > Promote a coaching culture within Acorns.
- > To carry out any other reasonable duty as requested by your line manager.

Acorns adheres to the United Nations Convention on the Rights of the Child. As an employee you will be a Duty Bearer for Children's Rights and support all children to be Rights Holders.



Person Specification: Philanthropy Manager

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> > A good level of education and digital confidence and capability. 	<ul style="list-style-type: none"> > Relevant fundraising qualifications or professional membership (e.g. CIOF).
Experience	<ul style="list-style-type: none"> > Proven experience of securing major gifts at five-figure level or above. > Demonstrable success in developing and stewarding high-value donor relationships. > Experience of prospect research, pipeline management and delivering against income targets. > Experience of writing compelling, emotive proposals and impact reports. > Experience of managing budgets and forecasting income. > Experience of working collaboratively across teams to deliver shared objectives. 	<ul style="list-style-type: none"> > Experience of working with Trusts and Foundations alongside Major Donors. > Established networks within the West Midlands. > Knowledge of charity law and fundraising regulation.
Skills and Abilities	<ul style="list-style-type: none"> > Excellent relationship management, communication and influencing skills, with the ability to engage high-net-worth audiences. > Strong planning and organisational skills, with the ability to manage multiple priorities. > Confidence in presenting, negotiating and making high value asks. > Ability to interpret data and use insight to inform strategy and decision-making. > Strong IT skills, including CRM systems and Microsoft Office. 	<ul style="list-style-type: none"> > Knowledge of Donorfy
Personal Characteristics	<ul style="list-style-type: none"> > Personally driven, resilient and outcome focused. > Curious, proactive and committed to continuous learning and improvement. > Genuine passion for Acorns mission and values. > Commitment to inclusive, values-led fundraising practice. 	
Other	<ul style="list-style-type: none"> > Willingness to work outside normal office hours on occasion, including evenings and weekends. > Ability to travel independently across the Acorns region 	
Behaviours	<ul style="list-style-type: none"> > Build collaborative relationships across the organisation, creating a culture of cross function working. > Positive, enthusiastic approach & can-do attitude. > Curious, always seeking to understand and improve experience of customers. > Open to change and continuous improvement. > Innovative mindset and passionate about learning. > Commitment to the Acorns strategy & its success. > Driven in your approach to strive for excellence and build lasting partnerships for Acorns. 	





Terms and Conditions of Employment

Job Title:	Philanthropy Manager
Responsible To:	Head of Philanthropy
Location:	Nearest Acorns Hospice (Birmingham, Walsall or Worcester)
Salary:	£40,000 per annum
Allowances:	Car allowance - £3,192 per annum
Notice:	12 weeks
Hours:	37.5 hours per week
Holidays:	27 days plus statutory bank holidays
Pension:	Contribution to Group Personal Pension Plan or NHS Pension Scheme (if already in scheme).
Life Assurance:	Acorns Group Life Assurance Scheme or NHS Pension Scheme Life Assurance cover (if already in scheme)

All terms and conditions will be detailed in writing together with Employee Handbook which must be read and observed.