

Operational / External Title: Senior Philanthropy Manager	
Role Title:	Senior Philanthropy Manager
Date of JD Review:	Sept 2025
Department:	Funding
Team:	Philanthropy
Tenure:	Full time & Fixed-Term
Band & Range:	Band D
Location:	London- Hybrid
Reports to:	Head of Philanthropy
DBS check required:	Yes [DBS Roles]
Role requires travel:	Yes
Budget Holder	No
Direct Reports:	No
Indirect Reports:	No
Dotted line reports:	No
Does This role require International Travel:	Yes
Internal Key Contacts: Data Protection, Senior Leadership and the leadership team for donor meetings and relationships, international country programme teams, programmatic experts within the UK, and internal teams at ActionAid UK External Key Contacts: Major donors nationally, influencers and intermediaries	

Purpose Of the Role:

To initiate, steward and build relationships with a portfolio of existing and prospective UK based high net worth individuals and their trusts/foundations to secure their financial

support of ActionAid (AA). This role manages relationships with donors and prospective donors who can give multi-year five and six figure gifts or grants.

Main Accountabilities:

Team Working

- Engage with and demonstrate commitment to AAUK's mission, vision, values and strategic aims, and 'My Feminist Behaviours' (including adherence to our Code of Conduct).
- To undertake any other duties appropriate to the level in accordance to agreed procedures and guidelines.
- Proactively engage with the performance development approach, taking responsibility for seeking appropriate development opportunities and taking part in learning
- Lead on specific areas of philanthropic focus as required, including specific sector/market audiences, working collaboratively with team members to drive new opportunities .
- Work collaboratively across the team and with other Departments, to ensure that ongoing discussions take place with those fundraising from trusts, corporates and in global markets to maximise collaboration and funding, and to identify additional opportunities to increase financial support.
- Attend regular team meetings, contributing to the annual and wider planning process and to represent the team at internal meetings, away days, staff briefings.
- Keep up to date with trends and best practice in the funding/philanthropy environment, reporting back to the team.
- Ensure that all relevant supporter legislation is adhered to, referring to guidance from the Fundraising Regulator, Information Commissioner's Office (ICO), General Data Protection Regulation (GDPR) and any other relevant codes of practice.
- Maintain up to date records of all communications with donors/prospects on the supporter database, in line with data protection legislation.
- Understand and adhere to AAUK's policies and practice
- Support with ad hoc projects as and when required

Strategic development & planning

- Actively contribute to the development of a philanthropy programme for ActionAid UK (AA), ensuring full consideration of audiences (internal and external) and propositions to manage an engaging strategic plan aligned to the organisational strategy.
- Drive high end partnerships that lead to significant growth in income.
- Work with senior management to embed and foster an understanding and promotion of philanthropy.
- Help develop and manage a budget to deliver these activities, including planning, reporting and ongoing re-forecasting

Relationship development

- To cultivate and research a portfolio of prospects, working closely with the Prospect Research Team to develop individual strategies for each potential donor.
- To raise awareness of AA's mission, vision and values to inspire prospective donors to engage with and support international development, campaign and humanitarian work, through proactive and extensive networking, and communicating AA's work persuasively through meetings, presentations, and well targeted funding applications.
- To develop a deep personal understanding of donors / potential donors, monitoring their funding interests and income and expenditure trends, in order to
- develop deeper relationships and alignment with AA, and to seek their advice and involvement in opening up new donor relationships and encouraging peer to peer fundraising.
- Work with the Strategic Funding and Insight team, to identify matches between potential donors' interests and current funding requirements, ensuring that funders' priorities are carefully balanced with AA's funding needs.
- To raise the profile of ActionAid's approach to philanthropy through external networking opportunities .
- To support the delivery of exciting and innovative events programmes to steward existing donors and attract new high net worth supporters.
- To maintain up to date records of all communications with donors / potential donors on the supporter database.
- To ensure that all relevant supporter legislation is adhered to, referring to guidance from the Fundraising Regulator, Information Commissioner's Office (ICO), General Data Protection Regulation (GDPR) and any other relevant codes of practice.

EXPERIENCE, KNOWLEDGE & EXPERTISE

Essential Criteria:

- Commitment to AA's vision, [mission](#) and values, including a commitment to [feminist principles](#), safeguarding, and working in an organisation committed to working for the rights of women and girls.
- Commitment to AA's values of Equality, Diversity & Inclusion and upholding the values of becoming an anti-racist decolonised INGO.
- ActionAid UK is committed to preventing any form of sexual harassment, exploitation, and abuse (including child abuse and adult at-risk abuse) and responding robustly when these harms take place. We expect all ActionAid UK Staff and ActionAid UK Associated Personnel to share this commitment.
- Commitment to continually improving your digital skills and knowledge within the working environment.
- Commitment to AAUK's Data Protection & Processing Policy and ability to comply with Data protection legislation and best practice in data management and processing.
- A proven ability to build philanthropic programmes, with an outstanding track record of soliciting and securing significant gifts from high-net worth individuals, or equivalent experience from outside the sector.
- Knowledge of philanthropy trends and how they impact a philanthropy programme, spotting opportunities if and when required.
- Entrepreneurial, innovative, ambitious and target driven with the ability to originate, introduce and be open to, new practices, concepts, ideas and change and to continuously improve.
- The ability to work co-operatively and flexibly with others, both within and outside the organisation, demonstrating an understanding of effective team working and partnerships.
- Experience of successfully building rapport with individuals to develop relationships with donors, especially those at a senior level in business.
- A proven ability to articulate complex issues in a compelling and persuasive manner and to present a pitch with confidence, leading to funds and relationships being secured.
- Polished writing skills, with experience of adapting the style of writing to a range of different communications
- Strong negotiating and influencing skills and the ability to 'close the deal'
- Demonstrable numerative and analytical skills and the ability to interpret the salient information from a financial budget .
- Ability to manage complex stakeholder relationships, work collaboratively

- with colleagues, peers, senior leadership and other teams to maximize
- impact.
- Experience in producing high quality, compelling written materials for
- external audiences displaying a high level of accuracy and attention to detail.
- This includes writing successful funding proposals and other high value donor
- communications.
- Excellent written and verbal communication skills, and an ability to translate technical programme information into compelling donor communications for different audiences.
- Strong organisational skills, and a proven ability to prioritise and manage a varied workload, take initiative, and meet deadlines.

Desirable Criteria:

- Experience of living and working in the “Global South”, especially regions where we are funding programmes & projects
- Experience of working for an INGO
- Knowledge of the philanthropy sector, current & future trends and giving mechanisms from social investment to giving circles.
- A working understanding of principles of planned and tax effective giving, including gifts of shares
- Experience of using fundraising databases

It is expected that everyone at ActionAid UK will work to support and strengthen our desired culture of being bold, connected, diverse, optimistic, open and respectful through the way they approach and deliver their work by:

- Being accountable and responsible – your individual way of working
- Being innovative and collaborative – how you get things done
- Being empowering and trusting – how you build and sustain relationships.