

Philanthropy Officer

Amref Health Africa UK



Title: Philanthropy Officer

Responsible to: Philanthropy Manager

Contract: Permanent, full-time

Location: Hybrid – a mix of home working and time in our London office

Salary: £30,000

About Amref Health Africa

Amref Health Africa is the largest Africa-based international health development organisation. We work to bring about lasting health change in Africa.

Headquartered in Nairobi, Amref works in 35 countries to improve access to healthcare and to help create an environment that is conducive to good health. Amref's programmes focus on: child health and nutrition; communicable and non-communicable diseases; health financing; maternal, newborn health; neglected tropical diseases; sexual and reproductive health and rights; and water and sanitation and hygiene. Our programmes align with our [Global Strategy objectives](#): to increase primary healthcare access for all, and to address the social determinants of health such as access to education, gender, and exposure to the impacts of climate change.

Amref Health Africa UK (Amref UK) is an independent UK-registered NGO that exists to support the programme and policy activities of Amref. With a UK-based Board of Trustees and staff team, our main purpose in the UK is to develop and manage partnerships with UK donors who want to support Amref's work in Africa. [Amref UK's Strategy 2024–2030](#) will deliver growth to support the work towards Africa's health transformation. Guided by our organisational values of **Integrity**, **Quality** and **Ubuntu**, we raise funds by engaging supporters and donors from across the giving spectrum.

About this Role

This is an exciting opportunity for someone looking to gain experience in high-value fundraising, learning a range of skills, from prospect researching, supporter stewardship to organising donor events. You'll be keen to learn and take on new challenges, excited about working in international development and invested in Amref's mission.

Reporting to the Philanthropy Manager, the Philanthropy Officer is an essential role within the Supporter Engagement Team. It combines fundraising, supporter care, prospect research, event management and administration – with a focus on delivering our philanthropy strategy to increase unrestricted income. You will play a key role in supporting the team to raise income from small Trusts & Foundations, top tier Mid-Level Donors and Legacy gifts, assisting the Philanthropy Manager with account management of existing donors as well as prospect research.

You'll be a fast learner with strong organisation and communication skills, a friendly manner, and good interpersonal skills. This role is about building excellent relationships both internally and externally, requiring a flexible approach, a positive outlook, and the ability to work openly and collaboratively.

Responsibilities

UNRESTRICTED FUNDRAISING

1. Contribute to the Fundraising Team's strategic planning and budget process.
2. Grow and manage Amref UK's Small Trusts and Foundations portfolio, ensuring application and reporting requirements are submitted on time, leading to annual income growth.
3. Develop Amref UK's top tier Mid-level donor and Legacy Fundraising programmes to deliver excellent stewardship, donor journeys and retention strategies.
4. Undertake Prospect Research, develop a prospect list, contacts and networks, build and manage a portfolio of small Trusts & Foundations, Mid-level and Legacy gift prospects.
5. Support the Philanthropy Manager in Major Donor prospect research activities.

DONOR MANAGEMENT AND COMMUNICATIONS

1. Assist with the development of Amref UK's case for support and write proposals, applications and reports to donors to secure and report on funding.
2. Liaise with the Supporter Care Administrator to ensure all donations are recorded and thanked correctly and seek out qualitative feedback on communications.
3. Legacy administration, liaising with Executors and co-beneficiaries to ensure that Amref UK's rights in relation to any bequests are honoured and timely communication in response to queries raised in relation to estate decisions.
4. Working with the Fundraising Manager, identify opportunities to increase the visibility of legacy giving in supporter communications.
5. Provide excellent, bespoke supporter care to all current and prospective donors, and to the family of those who have remembered Amref UK in their will.
6. Ensure that our Customer Relationship Management (CRM) database records are well maintained, accurate and accessible.
7. Record any interaction with prospects and donors, their communication preferences, and any donor transactions the CRM, adhering to Amref policies around privacy, data protection and fundraising best practice.
8. Work with colleagues in the Supporter Engagement Team to continually improve processes and ways of working, to ensure they are supporter-centric and as efficient as possible.

EVENTS & COMMUNITY FUNDRAISING

1. Support the Philanthropy Manager in the lead up to major donor events and our quarterly supporter update webinars (responsibilities include: guestlist management, database management, planning and organisation of the logistics of events).
2. Identify opportunities to use events to engage top tier Mid-Level Donors.
3. Identify opportunities to use events to promote legacy giving with our most loyal supporters.
4. Support the Supporter Engagement Team on an ad hoc basis with a variety of tasks and special projects/challenge events when required.
5. Work with the Philanthropy Manager to identify opportunities to promote Philanthropy fundraising activities across social media and the Amref UK website as required.
6. Work with the Fundraising Manager to support Legacy marketing activities.

OTHER RESPONSIBILITIES

1. Participate in team meetings in Supporter Engagement, Amref UK team and international Communications conference calls with other teams and offices.
2. Participate in regular 1:1s and annual performance reviews, contributing to operational plans, the identification of objectives and targets, and monitoring of progress.
3. Work with volunteers, arranging workplans, providing oversight and supporting them as needed.

Person Specification

ESSENTIAL

- Cultural sensitivity and a commitment to Amref's mission.
- Commitment to Amref's global values of Integrity, Quality and Ubuntu.
- Experience of Trusts & Foundations administration.
- Ability to understand supporter motivations and translate this into engaging and responsive communications and content, adapting to different audiences as needed.
- Ability to analyse data to understand campaign performance and draw insights.
- Fluent written and spoken English.
- Strong copywriting and editing skills, with excellent attention to detail.
- The ability to multi-task and prioritise effectively, with a high degree of flexibility and adaptability to respond to changing priorities and multiple deadlines.
- Confident and proficient in the use of Microsoft Office 365 (including SharePoint, Teams, Word, Excel, and PowerPoint).
- Ability to work independently and efficiently on own tasks, while supporting the wider team.

DESIRABLE

- Experience using a CRM database (preferably MS Dynamics).
- Knowledge of the UK fundraising environment and specifically the Fundraising Regulator, ICO, Data Protection Act and GDPR.
- Lived and/or professional experience working in the health development sector.
- Experience working in a multicultural environment.

Benefits of Working at Amref UK

- Amref UK is a [Living Wage](#) and [Disability Confident Committed](#) employer
- Generous pension scheme with employer match of up to 7.5%
- Flexible working opportunities
- Enhanced parental leave policies
- 25 days annual holiday allowance, rising to 27 after 2 years' service, plus bank holidays and 3 additional days at Christmas
- Season ticket loan and Cycle-to-work schemes
- Staff Benefits and Employee Assistance Programme through BHSF Connect
- Tickets for Good membership
- Support for continuous professional development

Notes for Applicants

To apply, please read the job description and submit a CV and cover letter (maximum of 2 pages each) demonstrating your interest in and suitability for the role. Applications must be submitted by **5pm BST on Monday 15th September 2025**. Virtual first round interviews will take place the **week commencing 22nd September 2025**. In-person second round interviews will take place in London the **week commencing 29th September 2025**.

Amref UK champions diversity, equity and inclusion in every aspect of our work. We appoint our staff on merit, respecting and valuing the wide range of ways in which they can demonstrate the potential, experience and skills we seek. Unfortunately Amref UK is not able to support UK work permit sponsorship for this role, so all candidates must already hold UK Right to Work status.

If you have additional access needs, require support with your application, or if you have any questions about the role, please email HR@amrefuk.org with "Philanthropy Officer" in the subject line.