



Job Description

Job Title:	Major Donor Manager
Location:	Office 207, Balfour House, 741 High Rd, London N12 0BP
Contract:	Part Time /Flexible
Hours:	20
Responsible to:	Chief Executive
Accountable for:	TBC

Role Purpose

To hold lead responsibility for the development and delivery of major individual and organisational donor cultivation and stewardship linked to an integrated annual schedule of fundraising events and initiatives to achieve agreed income forecasts.

- Key external contacts:**
- Major individual donors and supporters
 - Key decision makers in corporates, trusts, foundations and other grant-making organisations
 - Professional and regulatory bodies
 - Appointed suppliers

- Key internal contacts:**
- Chair of Trustees
 - Trustees
 - Staff

Other considerations Some work out of normal office hours will be required as well as travel in the UK.

Key Areas of Responsibility

Major donor development strategy

Along with the Chief Executive, to have a key role in the prospecting and retention of individual major donors and organisations, e.g. trusts and foundations.

This will involve:

- Actively engaging Trustees and senior managers in major donor relationship development;
- Developing and maintaining personal objectives and the relevant key performance indicators for major donor income;

- Contributing to the production of impact reports and working with colleagues to ensure that fundraising “case for support” to major donors is backed up by quantitative and qualitative data;
- Contributing to annual forecasting and budget setting processes and recommending the fundraising development budget for approval.

Major donor cultivation programme delivery

To manage the annual major donor cultivation programme.

This will involve:

- Producing excellent specific funding proposals to individuals, corporates and grant-making organisations;
- Managing a series of high-profile donor cultivation events throughout the year;
- Ensuring each initiative and event is appropriately resourced, risk managed and that contingency arrangements are in place;
- Working with the communications team, ensuring that the fundraising development programme is supported by appropriate marketing materials, accompanying press exposure.

Major donor relationship development

To develop and maintain constructive personal relationships with actual and potential donors and supporters.

This will involve:

- Researching and identifying future prospects and crafting the appropriate approach plan, e.g. individual philanthropists, decision makers in corporates, trusts, foundations and other grant making bodies;
- Creating, implementing and monitoring a programme and pipeline of cultivation, solicitation and stewardship of donors and high-level supporters;
- Facilitating discussions with influential individual supporters and appropriately making the fundraising “Ask” or supporting others to do so;
- Ensuring appropriate measures are in place for effective donor stewardship, including ‘thanking’ donors for their support, and in order to maximise the potential lifetime value of their support.

Governance and administration

To ensure effective governance and administration of the major donor fundraising development programme.

This will involve:

- Ensuring that major donor fundraising activity is compliant with relevant charity and other statutory legislation and conforms to Fundraising Regulator requirements.
- Providing expert advice and guidance to Chair of Trustees, Development Committee and coordinating any secretariat support required;
- Maintaining effective financial performance monitoring, producing regular financial reports.
- Ensuring that the fundraising database is used to manage approaches and monitor progress effectively.

People management and team building

To be responsible for the day-to-day management, leadership and motivation of direct reports

This will involve:

- Recruiting, objective setting, development and performance management of direct reports;
- Ensuring staff take ownership for individual and team objectives and have the resources and skills to achieve goals;
- Providing appropriate guidance and support to volunteers and other colleagues who contribute directly or indirectly to major donor fundraising programme.

Person Specification

Essential knowledge and experience

- Relevant major donor fundraising/development management, which will have included personal responsibility for generating income from individual philanthropists, corporates, trusts, foundations and other grant-making bodies.
- Experience of influencing, negotiating and working in collaboration with high-level contacts both internal and external to the organisation.
- Experience of producing fundraising activity that is fully supported by a compelling case for support.
- Knowledge of the current trends and the regulatory framework for fundraising in the UK.
- Knowledge of the values, principles and patterns of Jewish religious, communal and family life within the UK.

Desirable knowledge and experience

- Experience of development/fundraising within the UK Jewish community.

Qualifications and memberships

- Evidence of continued professional development relevant to the role.
- Membership of appropriate professional bodies, e.g. Institute of Fundraising

Skills & Abilities

- Leadership and people management skills that inspires and motivates others.
- Strategic planning and organising skills in order to: produce strategic and operational plans, manage projects and ensure appropriate fundraising administration processes.
- Analytical skills in order to identify and evaluate fundraising options and use financial and other performance management data to inform decisions.
- Ability to develop and implement creative solutions to complex challenges.
- Empathy and social skills in order to build effective working relationships with influential individuals, e.g. major donor, volunteers, scientists, researchers etc.
- Effective influencing and persuasion skills.
- Excellent oral, written communication and presentation skills.
- Ability to work under own initiative and collaboratively.

- IT skills – for example able to use Windows-based and other software programmes, e.g. fundraising database.

How to apply

For an informal discussion about the role, please contact our recruitment partner, Simon Lloyd, Director, NFP Consulting at simon.lloyd@nfpconsulting.co.uk

Application is by way of CV and Supporting Statement.

Applications will be reviewed, and interviews held, on a rolling basis,