



Job Title: Major Gifts Fundraiser
Organisation: Norwood
Salary: £35,525
Contract: Permanent Full Time Role
Location: London
Closing Date: 06/03/2020 at 10am
Interview Date: TBC
Application Method: CV and Supporting Statement
Apply: Go to www.nfpconsulting.co.uk
Enquiries: 0207 096 9639
recruitment@nfpconsulting.co.uk

Job Description



Accountable to: Head of Major Gifts & Trusts

Salary: £35,525

Location: Broadway House, Stanmore

Hours: 35

Contract: Permanent

Job Overview

To be responsible for a portfolio of major donors across all the £1k - £25k+ levels as well as building relationships with potential new major supporters to Norwood. To be jointly responsible, with the Head of Events for income to corporate and major donor events.



MAIN DUTIES AND RESPONSIBILITIES

1. To work with Head Of Major Gifts & Trusts on implementing the major donor programme for Norwood to substantially increase income from existing major donors. To cultivate our major donors ensuring long term relationships and engagement with our activities.
2. To be responsible for achieving the income target for your portfolio of donors.
3. To be responsible for the donation income (pre, during and post) for each event and together with the Head of Events jointly responsible for achieving the overall income target for each event.
4. To have a portfolio of major donors and develop face-to-face relationships with major donor prospects, asking them for high level financial support (or facilitating someone else to make the ask) and providing them with the highest possible level of supporter care.
5. To be responsible for the cultivation and development of potential major donors and ensure relevant research is undertaken to include their business, social and peer links.
6. To develop and implement solicitation plans for your portfolio of major donor prospects, highlighting key communications and programmes for involvement so that prospects are actively engaged with the work of Norwood. Develop and implement stewardship plans in order to provide timely and appropriate feedback for major donors on projects that they have funded.
7. To liaise with major donors who are attendees, table hosts, sponsors, attendees to our events encouraging their continued involvement and support.
8. Develop an excellent knowledge of Norwood services and build relationships with service managers. Be aware of organisational developments and be comfortable in discussing Norwood's work competently with existing and prospective major donors.
9. To have a sound knowledge of the Jewish Community, existing major donor portfolios their business, social and peer links and other communal activities they undertake.
10. Provide timely and appropriate feedback for major donors on projects that they have funded.
11. Enlist the support of Trustees for canvassing activities enabling the charity to develop and nurture relationships with influential individuals and organisations.
12. Where relevant, make arrangements for prospects and donors to visit Norwood services.
13. To work collaboratively with other members of the Fundraising Team, undertaking duties which contribute to the team's effective working.



General

1. To take all reasonable care of the health and safety of him/her self and of other persons who may be affected by his/her acts or omissions. As regards to any duty or requirement imposed upon the organisation by or under any of the relevant statutory provisions, to co-operate with the organisation as far as it necessary to enable that duty or requirement to be performed or complied with.
2. To work at any other Norwood location, as and when required.
3. To report to the Health and Safety Manager either serious risks or your concerns over safety issues.
4. To maintain confidentiality at all times and to ensure respect for, proper observance of and adherence to Norwood's confidentiality policy for all staff.
5. To attend regular supervision sessions with line manager, regular team meetings and undertake relevant training as and when required.
6. To work collaboratively with volunteers to ensure that their contribution enhances quality of service provision and support across the organisation.
7. To undertake any other duties which are consistent with the post.
8. To maintain standard of dress that is appropriate to role and in accordance with the organisation's dress policy.

This job description is not an exhaustive list of duties and responsibilities and is subject to change in accordance with the needs of the service

PERSON SPECIFICATION

Major Gifts Fundraiser

CRITERIA	ESSENTIAL	DESIRABLE
EXPERIENCE	<ul style="list-style-type: none"> • Experience of securing major gifts • Experience in donor advancement • Experience in stewardship and cultivation programmes • Proven experience of budget setting and meeting financial targets • Experience of meeting deadlines 	
QUALIFICATIONS		<ul style="list-style-type: none"> • Diploma or degree qualification
KNOWLEDGE AND SKILLS	<ul style="list-style-type: none"> • Close knowledge and experience of the Jewish community • Excellent influencing skills • Ability to develop strong and personal relationships at Board level • Broad knowledge of industry sectors and growth business markets • Excellent interpersonal and communication skills • Excellent literacy and numeric skills • Excellent organisational 	<ul style="list-style-type: none"> • Knowledge of Raisers Edge • Knowledge of Jewish expat communities settling in London

	<p>skills</p> <ul style="list-style-type: none"> • Excellent Microsoft office knowledge • Ability to work effectively within a team • Excellent time management skills and able to work in a pressurised environment and meet tight deadlines • Able to work using own initiative • Able to prioritise workload and meet deadlines • High degree of personal integrity with a commitment to confidentiality 	
<p>PERSONAL CIRCUMSTANCES AND ATTRIBUTES</p>	<ul style="list-style-type: none"> • To work occasional evenings and weekends in line with the needs of the role and the wider Organisation • Approachable and aware of self and others • Ability to undertake daily work efficiently and able to remain focused 	<ul style="list-style-type: none"> • Driver and willingness to use own car