

JOB DESCRIPTION



Major Gifts Executive

1. JOB DETAILS

Job Title:	Major Gifts Executive
Department:	Fundraising
Location:	Head Office
Band:	5
Status:	As per contract
Hours:	As per contract
Reporting to:	Major Gifts Manager

2. OVERALL PURPOSE

- To support the Major Gifts team in all areas of administration, i.e. coordinating thank you letters and mailings, prospect tracking, booking meetings.
- To provide high quality research on prospects for the Major Gifts team, which is compliant with GDPR.
- To assist in running the new Major Giving programme, ensuring this group of key supporters are stewarded and acknowledged.
- To support the Major Gifts Manager in organising major donor cultivation events.

3. KEY RESPONSIBILITIES

- Coordinating all Major Gifts donor acknowledgement and recognition, and ensuring all donors and prospects are engaged and recognised in a speedy fashion.
- Working with the Major Gifts and Individual Giving Teams to ensure prospects are appropriately cultivated, stewarded and acknowledged.
- Recording and maintaining records for major donors and prospects on Raisers Edge, inputting accurate data and running queries.
- Preparing high quality prospect research for the Major Gifts team, to help identify potential major supporters, and occasionally helping the wider fundraising team.
- Liaising with wealth screening suppliers and handling donor data in a sensitive and respectful manner.
- Recommending cultivation strategies for prospects, including preparing reports and developing talking points.
- Preparing regular prospect tracking reports for the Major Gifts team.

- Preparation for mailings to major donors, i.e. the CS bi-annual Magazine, Annual Review, and event invitations.
- Supporting the Major Gifts Manager in organising special events and cultivations, i.e. preparing guest lists and liaising with venues, and providing pen profiles for hosts.
- Occasionally attending major supporter events during the week.
- To have a very clear understanding of the Data Protection Act, GDPR and the implications for prospect research and fundraising.
- Any other duties as may be necessary from time to time during and out of office hours.

4. RISK MANAGEMENT

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

As an employee of Combat Stress you are required to be risk aware, readily able to identify risks faced by you and by Combat Stress in the course of your day-to-day employment. Where a new risk is identified it is to be reported through your line manager.

We reserve the right to ask you from time to time to undertake any other reasonable duties as required within this role.

Signature – Job Holder

Date

Signature – Line Manager

Date

Reviewed/created:

Next review date: