

JOB DESCRIPTION



Senior Major Gifts Officer

1. JOB DETAILS

Job Title:	Senior Major Gifts Officer
Department:	Fundraising
Location:	Head Office
Band:	6
Status:	As per contract
Hours:	As per contract
Reporting to:	Major Gifts Manager

2. OVERALL PURPOSE

- To secure significant gifts of £5,000 and higher from major donors.
- To take responsibility for the Benefactor giving programme and build a sustainable revenue 'pipeline' of supporters.
- To look for new major donor opportunities from external sources whilst working with the other fundraising teams.
- To work with the Events team to deliver special events for both cultivation and stewardship purposes.
- To ensure that all research undertaken by the Major Gifts team is accurate, is of a high standard and is GDPR compliant.

3. KEY RESPONSIBILITIES

- Responsible for implementing and managing a personal fundraising strategy that will raise funds from individuals with the capacity to give gifts over £5,000 to support the Major Gifts Team's overall target.
- Manage a portfolio of existing philanthropists, ensuring that we are maximising the potential of every relationship.
- Play an active role in raising funds for The At Ease Appeal, launching in Spring 2019.
- Influencing and negotiating externally to maximise gifts from a pool of high net worth individuals.
- Influencing and negotiating internally with staff within Combat Stress to maximise gifts from high net worth individuals.
- Ability to act diplomatically at all levels both internally and externally – stewarding important relationships towards agreed organisational goals.
- Responsible for meeting personal annual financial and non-financial targets from major donors, as agreed with line manager.

- In conjunction with the Major Gifts Manager, manage and develop engagement and cultivation strategies.
- Responsible for influencing donors and potential donors to support and become advocates of Combat Stress' work, encouraging peer to peer fundraising where possible.
- Responsible for working with Operations, Clinical and Communications colleagues to create compelling and imaginative proposals for funding from major donors for activities embedded within Combat Stress' core services, to agreed financial targets.
- Responsible for building, developing and delivering first class account management with individuals.
- Responsible for evaluating the Benefactor programme in terms of revenue retention rate and number of donors moving up from and down into Individual Giving appeals.
- Represent Combat Stress supporters face to face, in writing and by telephone.
- Develop strong, two-way relationships with both donors and Combat Stress staff.
- Supporting the Major Gifts Manager and working with the Events team to organise special events for both cultivation and stewardship purposes.
- To have a very clear understanding of the Data Protection Act and GDPR, and the implications for prospect research and fundraising. To oversee research activity for the Major Gifts team.
- 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: January 2019

Next review date: January 2020