



MAJOR GIFTS EXECUTIVE - JOB DESCRIPTION

This is an important role within the Major Giving team, working with major donors across three hospices; adult hospices, St Barnabas (Worthing), Martlets (Brighton) and children's hospice Chestnut Tree House (Arundel).

The postholder will be a key contributor to the Major Gifts programme, supported by the Head of Major Gifts, through the successful recruitment and cultivation of new prospects, and management of their own portfolio of major donors. They will produce cultivation plans for individual Major Donors, meet them, craft tailored proposals and reports for them.

The post holder must be able to build and manage strong relationships and have a broad knowledge of their field.

What you'll do:

- Manage relationships with a portfolio of major donors across the three hospices
- Build relationships with colleagues and attend internal meeting to gather information on plans and projects to assist in the development of persuasive proposals
- Establish individual donor cultivation, engagement and stewardship strategies ensuring each donor has appropriate communication and cultivation plans in place
- Lead on developing the mid-level and rolling donor programme, to provide a pipeline of prospects for major donors
- Write carefully tailored proposals, thank you letters, updates and report for major donors
- Lead on the management of the Patrons and Trustees stewardship programme with support from the Major Giving Fundraising Assistant
- Plan and manage stewardship and cultivation events for major donors and Patrons, in collaboration with the Head of Major Gifts, Corporate Managers and Major Giving Fundraising Assistant.
- Support other senior staff and stakeholders, such as Trustees, in cultivating relationships with major donors by providing research and other information as required, and bringing them to meetings with major donors when appropriate
- Log all interactions with major donors and produce reports using the CRM database



Knowledge & Experience

| | Essential |
|----------------|---|
| Qualifications | <ul style="list-style-type: none"> • Hold full UK driving licence |
| Experience | <ul style="list-style-type: none"> • 3+ years' experience in a major donor fundraiser • Experience of developing successful relationships with HNWI • Experience of producing compelling fundraising case for support, proposals and reports • Experience of working closely with key stakeholders internally and externally |
| Skills | <ul style="list-style-type: none"> • Excellent written and personal communications skills with the ability to communicate with a range of audiences • Strong organisation skills with the ability to prioritise and manage time effectively • Outstanding interpersonal and relationship building skills • Experience in event planning and execution for engagement, cultivation and stewardship • Excellent attention to detail • Numerate with the ability to collate, understand and present financial information to a range of audiences • Knowledge of, or proven interest in the voluntary sector and best practice related to major gifts fundraising. • Excellent personal organisation skills, including time management and IT literate • DESIRABLE Proficient in using CRM database, ideally DonorFlex or Raisers Edge |

The details:

The role reports to: **Head of Major Gifts**

The contract is: **Permanent**

The hours are: **37.5 hrs per week** – there will be the occasional evening and weekend working for which Time Off in Lieu will be given

You'll be based across our offices in **St Barnabas House, Chestnut Tree House, Martlets and Home Working.**

OTHER DUTIES

To undertake any other duty within your ability and within reason, as may be required from time to time, at the direction of your line manager.

ASSISTANCE

The Hospice has the advantage of being supported by a number of volunteers. If a volunteer is assigned to assist you at any time, you will still retain responsibility for the requirements of this job in terms of accuracy, efficiency and standards of completion. You will also ensure good communication and be mindful of your responsibility towards that volunteer in terms of Health and Safety.

CONFIDENTIALITY

You should be aware of the confidential nature of the Hospice environment and/or your role. Any matters of a confidential nature, relating to patients, carers, relatives, staff or volunteers must not be divulged to any unauthorised person.

DATA PROTECTION

You should make yourself aware of the requirements of the Data Protection Act and follow local codes of practice to ensure appropriate action is taken to safeguard confidential information.

HEALTH AND SAFETY

You are required to take reasonable care for your own health and safety and that of others who may be affected by your acts or omissions, and you should ensure that statutory regulations, policies, codes of practice and safety and good house-keeping rules are adhered to, attending safety and fire lectures as required.

SAFEGUARDING

All staff and volunteers are required to be aware of and adhere to St Barnabas Hospices' safeguarding policies and attend the appropriate training as and when necessary.

JOB DESCRIPTION

This Job Description is not intended to be restrictive and should be taken as the current representation of the nature of the duties involved in your job and needs to be flexible to cope with the changing needs of the job and the Hospice.