



LORD'S TAVERNERS
Empowering young people through cricket

Job Title: **Major Donors and Special Events Executive**
Reporting to: Head of Major Donors and Special Events
Team: Engagements & Partnerships
Location: London (with flexible working options)
Contract: Full-time, Permanent
Salary: £28,000 (Level 1)

Introduction

The Lord's Taverners exist to positively impact the lives of young people facing the challenges of inequality. We work across the UK and beyond to provide inclusive and impactful cricket programmes, empowering young people with disabilities and from disadvantaged communities to develop the knowledge, skills, capabilities and confidence required to overcome the challenges of inequality, raise their aspirations and reach their potential.

Role and Purpose

To support the development and delivery of the Major Donor and Special Events strategy. To provide a high standard of support to the Major Donor and Special Events team with the current and growing event portfolio and colleagues managing major donor relationships.

Responsibilities:

- Assisting the Head of Major Donors and Special Events and Special Events Manager in planning, marketing and delivery of our programme of Special Events
- Sourcing prizes and maintaining a 'bank' of prizes with full and accurate information that can be used across events, delivering prize fulfilment with great stewardship for prize winners and in-kind donors
- Supporting and nurturing strong event committees and senior volunteers providing exceptional volunteer engagement
- Liaise with suppliers and other stakeholders to ensure events run smoothly and to budget
- Supporting the delivery of the Major Donors strategy and associated programmes of activity, growing the income generated from Major Donors both via events and outside of them
- Supporting the development of a pipeline of prospects giving at a significant level, leading on prospect research of HNWIs
- Delivering a consistent and compelling approach to stewardship, identifying stewardship opportunities suitable for major donors, developing positive and lasting relationships with supporters, members and event attendees

- Preparing briefings and biographies for prospective donors attending events and in advance of meetings, supporting with follow up activity as requested
- Be the day to day contact for Special Events and Major Donor enquiries
- Coordinating the creation of materials and collateral for special event materials, major gift campaigns and approaches
- Undertaking a range of administrative tasks and support across Special Events and Major Donors
- Ensuring all supporter records for events and major donor development plans are kept up to date
- Ensuring GDPR compliant processes and systems are in place to manage, monitor and provide management information for Major Donor and Special Event activity
- Be an advocate for the Lord's Taverners (LT), our programmes and the impact they have on children and young people

Person Specification Essential

1. Specialist knowledge, skills and experience
 - a. Experience of building and maintaining effective relationships
 - b. Experience of delivering as part of a team multiple fundraising initiatives and supporting donors concurrently
 - c. Experience of planning and delivering of events
 - d. Experience of working with financial information and database CRMs

2. People management skills/ team working skills
 - a. Demonstrable experience acting as a team player
 - b. Experience of influencing and negotiating with others in a way that results in acceptance and agreement

3. Planning and organisational skills
 - a. Excellent skills in planning and prioritisation, monitoring and reviewing progress against plans, objectives and budgets
 - b. Ability to work to tight deadlines

4. Communication skills
 - a. Experience of speaking clearly, fluently and in a compelling manner to both individuals and groups
 - b. Able to demonstrate resilience, ability to multitask, handle pressure, some ambiguity and some spontaneous demands.

Person Specification Desirable

1. Specialist knowledge, skills and experience
 - a. Experience of building and maintaining effective relationships with HNW supporters

- b. Experience of delivering as part of a team multiple fundraising initiatives and supporting HNWI's concurrently
 - c. Experience securing Gift In Kind support for example, prizes
2. People management skills/ team working skills
 - a. Experience of supporting volunteers to deliver fundraising initiatives, ideally via an event committee structure
3. Communication skills
 - a. Experience of speaking clearly, fluently and in a compelling manner to both individuals and groups - including HNWI

In return, we are offering:

- 25 days annual leave + Bank Holidays
- Five additional holiday days between Christmas and New Year
- Two volunteering days
- Pension contribution of 6%
- Group income protection (long-term incapacity pay)
- Eye tests
- Employee Assistance Programme (Health Assured)
- Birthday day off
- Season ticket loan
- Flexible working
- Enhanced maternity and paternity leave pay
- Life assurance (death in service)
- Wellbeing plan

Note

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.