

JUSTICE

Major Gifts Fundraiser

Salary: circa £40,000 per annum | Permanent | Full time (flexible available)

London/hybrid | Great benefits | Important purpose | Inclusive culture

Candidate pack

Deadline: 11pm, Thursday 16 May 2024



'To create a UK justice system that is fair, accessible and respects the rights of all'

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ABOUT JUSTICE

JUSTICE is a law reform charity working to build a fairer UK justice system within everyone's reach.

Over our 67-year history we have transformed the legal landscape for the better, led by evidence, expertise, and a focus on practical solutions.

We are the only non-governmental organisation whose work spans the whole of the UK justice system - from family and housing law to policing, benefits decision making, and much more – touching the lives of people across the country.

Key legal bodies we now take for granted such as the Ombudsman, the Crown Prosecution Service, and the Criminal Injuries Compensation Board were all proposed and supported into being by JUSTICE.

OUR VALUES

We are united under a common purpose, which defines 'why' we do the work we do. We share a set of values developed by the team, for those who work for and support JUSTICE and those we serve. Our values explain 'how' we do our work.

Inclusive

Our approach is to be open and we prioritise meaningful collaboration and learning. We seek a wide range of views, perspectives and expertise when conducting our work, ensuring the voice of those with lived experience and user need is loud and clear.

We believe listening and empathy are critical to good policymaking and that empowering users to access justice is instrumental to our work.

OUR PURPOSE

'To create a UK justice system that is fair, accessible and respects the rights of all'

Our work aims at making, practical, realistic, and timely changes, addressing some of the most urgent issues facing the United Kingdom's legal framework.

We use our voice to influence and improve policies and practice, while not being afraid to scrutinise and challenge developments in the justice system that threaten the country's adherence to human rights and the rule of law.

For more than 65 years our pioneering work and pragmatic approach has supported reform of the UK justice system. We pursue reform that stands a reasonable chance of implementation within the existing financial and political climate. But we also speak up when there is an acute threat to the rule of law or fairness within the system.

Integrity

We are trustworthy and evidence based. We work transparently and with intellectual rigour. We speak out with expertise and courage when appropriate.

Independent

We prize our objectivity and impartiality. We cherish evidence, data and analysis to problem solve. We are pragmatic and considered in our approach. This enables us to influence and hold key decision-makers to account.

Innovative

We're not afraid of thinking differently and challenging the status quo when it is not working. We strive to be forward looking, anticipatory and to set the agenda for reform of the justice system.

OUR WORK

To create a UK justice system that is fair, accessible and respects the rights of all, JUSTICE:

- Carries out research and analysis to generate, develop and evaluate ideas for law reform. In doing so, we draw on evidence, experience and expertise from the UK and across the world;
- Promotes a better understanding of the fair administration of justice - including briefing on legislation going through Parliament - among legislators, decision-makers and public servants;
- Brings people together to learn and to discuss and debate critical issues about the justice system and its role in the constitution; and
- Intervenes in superior domestic and international courts, sharing our research, analysis and arguments with courts to support their work and promote strong and effective legal judgments.

OUR FOCUS

Our primary focus is on overcoming institutional and procedural barriers to access to justice and fairness for people using the system.

We put their experiences at the heart of our work, and we recognise that

many aspects of the existing structure and practises within the justice system compound exclusion for disadvantaged people.

ACROSS ALL OUR WORK WE ADDRESS:

- Institutional weakness: considering ways to strengthen the operation of key institutions and frameworks in the justice system, testing them for fairness, accessibility and efficiency.
- Procedural deficiency: identifying and challenging unfair, inaccessible and inefficient legal procedures. We will examine the potential of technology and innovation in delivering justice – including alternatives to traditional justice processes – and consider its emerging impact on the system.
- Biases in the justice system: exploring and confronting the ways in which the justice system adversely treats and impacts upon individuals and groups based on their status and/or protected characteristics including race, gender, disability and/or socio-economic status.

OUR PEOPLE

JUSTICE has around 18 staff who are hugely committed. They work collaboratively across policy, fundraising, communications, membership, administration and governance to help us achieve our vision.

Our work is overseen by the Board of Trustees and is led by our Chair, **Peter Binning**, who is one of the country's leading white collar crime practitioners.

We also have a Council, led by our President, **Baroness Helena Kennedy of the Shaws KC** and Vice Presidents **Dominic Grieve KC** and **Baroness Sarah Ludford**, who support our work, their expertise and insight into the justice system, provide us with a hugely valuable sounding board, helping to shape our work.

JUSTICE is assisted by a considerable amount of volunteer and pro bono support each year from a range of people who join our working parties, help with research projects and co-host events with us, all of which ensures our work has expert input and broad reach.

You can read more about our work [here](#).

"A lack of equality, fairness, and equity means our justice system is broken. It may profess to bring fairness for some but there is a lot of unfairness to others.

JUSTICE is committed to pushing for systematic change and putting users' interests at the heart of the system.

All lawyers should be proud to be a member of it."

Professor Leslie Thomas KC

ABOUT THE ROLE

We are looking for a passionate and creative fundraising professional to join our small but impactful fundraising team.

You will be responsible for developing our major donor and mid-level giving programme and have good experience of this sort of fundraising.

You will also assist with individual giving campaigns, payroll giving and in-memory giving.

You will report to the Development Director and work closely with the Chief Executive and Senior Management Team.

You will be an integral part of the Development Team currently comprised of our Trust and Foundation Fundraiser, our Engagement and Communications Officer and our Development Administrator.

KEY DETAILS

Job title	Major Gifts Fundraiser
Salary	circa £40,000 per annum
Hours	Full time (35 hours per week) Flexible working available, including compressed hours
Location	London (WC1) with some remote/hybrid working. JUSTICE is currently based in Holborn but we will be moving in the summer to an office close to St Paul's)
Reporting to	Director of Development
Start date	ASAP
Benefits include:	<ul style="list-style-type: none">• 35-hour working week with flexible working available.• 27 days' holiday plus bank holidays, plus time off between Christmas and New Year.• Generous pension scheme (8% employer contribution, rising to 10.5% after 2 years).• Annual salary review (measured against inflation)• Employee Assistance Programme• Headspace subscription• Working with a lovely, diverse group of people who care about the justice system and access to it!

JOB DESCRIPTION

- Identify and develop sustainable income streams, particularly from major donors and high net worth individuals (including mid-level donors) but also other individual giving.
- Provide advice and support to the Senior Management Team on major and individual fundraising.
- Recruit major donors, secure major gifts and establish long-term relationships resulting in a portfolio of major donors and prospects with cultivation, solicitation and stewardship plans. You will need to engage with, support, and will be supported by the Development Board and other lead volunteers.
- The candidate should be a highly motivated self-starter who is not only experienced in major donor stewardship, but who is prepared to go that extra mile to meet and engage prospective donors as well as existing HNWI's. Inspired and motivated by the work of JUSTICE the post holder will be someone who will significantly develop the charity's philanthropy giving, increase income and the quality of these relationships.

The role includes the following responsibilities:

- Add to and manage an existing portfolio of mid-level and high-level prospects and donors, building a robust prospect pipeline to support fundraising goals and objectives.
- Act as an ambassador for JUSTICE, presenting the organisation and our work to a wide range of audiences both formally and informally.
- Work closely with the Director of Development and Development Administrator to develop and deliver an exceptional mid and high-level giving programme. Create cultivation, solicitation, stewardship plans, and strengthen internal processes around these, connecting our major donor, trusts and foundations and legacies prospects.
- Lead on organising bespoke cultivation events for donors and prospects, in collaboration with colleagues across different teams and functions at JUSTICE.
- With the help of the Development Administrator, identify and qualify major donor prospects by researching and analysing their connections with JUSTICE and to other organisations, their philanthropic interests, their wealth, giving potential and their propensity to support JUSTICE as well as their networks.

- Assign gift capacity and propensity ratings to all prospects.
- Provide briefings on major gift prospects to the Director of Development, the Senior Management Team, and Board as required.
- Champion the use of data and insight to drive regular giving, playing a lead role in the use of our database for effective prospect and donor management.
- Lead on the management of the prospect pool and pipeline, workflows, and income forecasts, producing regular reports on the status of all researched and identified prospects.
- With guidance from the Director of Development, take responsibility for the due diligence process, recording the outcomes of decisions on gift acceptance, and advising on policies and processes.
- Maintain awareness and adhere to all relevant privacy and other legislation relating to the management of personal data.
- Develop effective learning, monitoring and evaluation for major donor and legacy fundraising, including using our Project Management system.
- Assist the Director of Development in the production of reports for the Board.
- Model collaborative and creative cross-team working.
- Perform other duties as directed and necessary to the performance of the role.
- Contribute to the development of the overall fundraising strategy for JUSTICE.
- Ensure compliance at all times with the Fundraising Regulator's Code of Fundraising.

PERSON SPECIFICATION

Essential criteria

- Experience of securing donations from major and/or other donors including trusts and foundations, corporate or a similar new business development role in a corporate setting.
- An ambitious, engaging, entrepreneurial and diplomatic personality, able to inspire others and to motivate and interact appropriately with existing and potential donors, as well as governing bodies of the charity and external organisations.
- Experience of network and relationship mapping to build relationships with donors and secure donations.
- Good strategy development, implementation, and planning skills.
- Experience of carrying out high quality donor and prospect research.
- Experience of regular use of a fundraising database (ideally Raiser's Edge/NXT but experience of this database in particular is not essential).
- Ability to prioritise appropriately and to work under pressure, and with limited supervision, to meet deadlines.
- Excellent oral and written communication skills with the ability to present complex information in a clear, inspiring and persuasive manner and to respond constructively to feedback.
- Self-motivated, trustworthy and mature in judgement with the ability to work well with a diverse range of people.
- Good IT skills, ideally with experience of using Microsoft 365.

Desired criteria

- Proven record in acquiring and developing five and six figure partnerships and gifts.
- Experience of representing an organisation to funders and prospective funders.
- Some knowledge of charity law, practice and financial requirements.
- Knowledge of Fundraising regulations and code of practice.
- A good understanding of charity finance, including budgeting and financial reporting.
- An ability and willingness to work collaboratively.

- Commitment to protecting human rights and building a fairer justice system within everyone's reach.
- Experience working in the legal or social justice system and/or in finance or business.
- Experience of pro-actively managing development boards comprised of senior figures.
- Experience of working with governance committees.
- Experience of working with Asana.

APPLICATION PROCESS

To apply, please complete the application form and send it to jobs@justice.org.uk. Please mark your email with 'Major Gifts Fundraiser' in the subject line.

CVs alone will not be considered.

The application form can be found on our website [here](#).

The advert closes at **11pm on Thursday 16 May 2024**

Key dates and the selection process

Closing date: **11pm on Thursday 16 May 2024**.

Interviews will be held on **Wednesday 5 June 2024**. Candidates will be required to complete a test as part of the interview process.

JUSTICE is an equal opportunities employer. We encourage applications from people of all backgrounds, but particularly welcome applications from individuals from marginalised groups, those with lived experience of the justice system, as well as those underrepresented in the legal professional including women, people of colour, trans and non-binary people, and disabled people.

Please note that we will not respond to any enquiries from recruitment agencies.