



## ROLE PROFILE

**Title:** Major Gifts Manager  
**Reporting:** To the Director  
**Location:** 111-117 Lancaster Road, Ladbroke Grove, London W11 1QT  
**Hours:** Full-time (35-hour week, open to discuss flexible options)  
**Salary:** £38,000 - £47,000 (dependent on experience)

The Kensington + Chelsea Foundation is an independent local charity which was founded in 2008 and is now in an exciting phase of growth. We want to increase our profile, our income and, most importantly, our impact. While our borough is often associated with wealth and affluence, it also has areas of severe deprivation. 33% of children in K+C are eligible for Free School Meals, life expectancy between residents from different wards varies by nearly 2 decades and in-work poverty has increased by 46% since 2020. Our vision is of a borough where every resident has the opportunity to live happy, healthy, fulfilled lives. We identify and support impactful local projects which improve the lives and life chances of our most vulnerable and disadvantaged residents.

We play a key role in responding to emergencies in our community such as the tragedy at the Grenfell Tower and the Covid-19 pandemic, alongside our longer-term work with some of the most disadvantaged communities in the borough to improve wellbeing and opportunities.

The **Major Gifts Manager** fulfils a key function within our small team, with responsibility for managing our relationships with high net worth local individuals to significantly increase our annual income.

### Major Gifts Manager – Key Responsibilities

- To grow the Foundation's major gifts income, working towards and delivering against key targets
- To manage a portfolio of major donors, taking responsibility for their cultivation and stewardship to deliver increased and new gifts
- To manage the middle donors membership scheme, recruiting new members and managing the stewardship of existing members
- To undertake research and contact mapping with the team, K+C Philanthropy Board and Board of Trustees to identify a pipeline of new major gift prospects
- To create high quality project proposals for major donors and to deliver timely reports
- To brief Board members, the Director and other K+C Foundation representatives appropriately ahead of meetings with major donors and prospects
- To represent the K&C Foundation and communicate the organisation's key messages to a range of stakeholders through presentations and meetings.
- To ensure all donor details and communications are accurately recorded in a timely manner on the database
- To work closely with the Community Engagement and Grants Managers to build an understanding of K+C Foundation projects and the needs for future funding

- To work closely with the Corporate Partnerships Manager to identify cross over between high net worth individuals, businesses and schools contacts, and to create compelling fundraising materials
- To support the Director with approaches to Trusts and Foundations, as required
- To work with the Director to develop and deliver a Legacy fundraising programme
- To work flexibly and collaboratively to support the wider aims of our team

### **Your Qualities**

1. An experienced, ambitious and tenacious fundraiser with at least a 2 year track record of successful fundraising from major donors, including demonstrable experience of securing five and six figure gifts
2. Proven experience in face to face fundraising with high net worth individuals
3. Proven experience of identifying, cultivating and securing new donors
4. Goal oriented and able to adapt to change
5. Outstanding written and verbal communication skills
6. Organised self-starter driven by results
7. Strong organisational skills with the ability to manage and prioritise your own workload
8. Passion and creativity
9. Flexible and collaborative team player
10. Enthusiasm for and a commitment to the K+C Foundation's vision and mission

### **Desirable**

11. Knowledge of and networks in Kensington and Chelsea would be desirable but not essential
12. Experience writing engaging and inspiring digital media communications including social media posts, website updates and newsletters

### **Application Process**

To apply for this position, please submit your CV and a supporting statement that fully addresses the appointment criteria (maximum 2 pages of A4). Please also include the names and contact details of two referees who will only be contacted once your permission has been granted.