

**1. Job Details**

<b>Job title:</b>	Major Donor Fundraiser
<b>Contract type:</b>	Permanent 25 hours per week
<b>Salary band:</b>	£25,750 pro rata Actual salary: £17,116.66
<b>Reports to:</b>	Key Relationships Manager

**2. Job Purpose**

A major donor is an individual who makes a donation or gift that will have a significant impact on the work the Hospice. The Major Donor fundraiser will work with the Key Relationships Manager to establish and deliver the major donor fundraising strategy. To help develop and maintain new and existing relationships with philanthropists, trusts and potential legators to grow our major donor income stream and /or make contributions to our future capital projects. To provide excellent administrative and practical support to fundraisers and volunteers.

**3. Duties**

Assist in the development and implementation of the major donor strategy by:

**Major donor liaison**

- Assisting the Key Relationships Manager to effectively steward existing major donor relationships, keeping them informed and involved in the work of the Hospice to secure their continued support.
- Research, identify and secure new major donors including individuals and foundations to grow the Hospice’s network of long-term donors and benefactors, generating income to contribute to the charity’s ongoing sustainability.
- Assist with the cultivation and nurture new major donor relationships through identification and management of individuals in leadership positions. This will be achieved through effective networking, presentations and events, and by working with our Trustees, Vice Presidents, Patrons and Ambassadors.
- Assist in the delivery of networking and special events to bring existing and potential major donors closer to the Hospice.
- Assist with building and maintaining long-term relationships with new and existing family and charitable trusts to support specific hospice services.
- Acknowledge and recognise major gifts in a timely and appropriate manner.

**Financial management**

- Work with the Key Relationships Manager to set income and expenditure budgets for major donor fundraising activity including projections for new activity.

### **Support strategic development**

- Contribute to and support in the delivery of the strategic direction for major donor fundraising at the Hospice and to ensure sustainable growth in net income.
- Communicate major donor engagement to Hospice staff and volunteers, raising the profile of major donor work and engaging all in the delivery of activities.
- Ensure compliance with all relevant legislation and governing bodies including guidance issued by the Charity Commission, Fundraising Regulator and the Information Commissioner's Office.

### **General fundraising**

- Work with the Donor Care Team to ensure donations are processed, supporters thanked effectively and in a timely fashion and the database is accurate and up-to-date.
- Ensure data is collected, processed and used in accordance with legislation.
- Work with colleagues within the Income Generation team, and across the Hospice to identify potential cross team working opportunities to ensure the charity maximises income across all streams.
- Support Hospice events and fundraiser activities as and when required.
- Maintain confidentiality of donors, patients and staff data at all times.
- Continuously seek to maintain and improve own level of skills, undertaking learning and development as appropriate.

## **4. Person Specification**

### **Experience**

#### **Essential**

- Excellent written and verbal communication skills, and the ability to communicate clearly to a range of audiences in a clear, inspiring and confident way.
- Highly developed ability to negotiate successfully with colleagues at all levels and with external stakeholders to achieve desired outcomes.
- Previous experience of providing excellent customer care
- Sufficient numeracy skills to record analyse and present financial data in a clear and accurate format
- Ability to manage multiple projects, identifying conflicting demands and establishing clear priorities in order to meet agreed objectives and income

#### **Desirable**

- Proficiency in using Raisers Edge or a comparable fundraising database and Microsoft software packages including word processing, spreadsheets, outlook and the internet.
- Experience of meeting and exceeding financial targets and KPI's.
- Professional and personal connections within the Hospice catchment area.
- Experience of building and managing effective relationships with high level individuals and/or organisations and securing major gifts, preferably through face to face interactions.

- Knowledge and understanding of the voluntary sector and its funding environment
- Willingness to work flexibly and proactively and respond to the emerging needs of the charity and our supporters

### **Skills**

- Confident communicator and public speaker.
- Outstanding interpersonal skills, with the ability and confidence to create and maintain relationships, flexing style and approach to meet different audience needs.
- Accurate and well organised with a high level of attention to detail.
- Exceptional time management skills with the ability to prioritise workload, deal with conflicting demands and work under pressure to meet tight deadlines.
- Strong analytical, problem solving skills and methodical research skills with the ability to think creatively and strategically.

### **Behaviours**

- Empathy with the aims, objectives and activities of East Cheshire Hospice.
- Approachable, friendly, open and honest.
- Ability to influence and collaborate with staff, volunteers and supporters across the organisation.
- Excellent team working and people skills with a flexible and supportive attitude to colleagues.
- Creative, enthusiastic and motivated 'can-do' approach.

### **Other**

- A willingness to work evenings and weekends with notice for which Time Off in Lieu will be given.
- Car owner or ability to travel within the Hospice catchment area is essential.