



Job Description

Job Title	Major Donor Manager
Department	Fundraising
Reports To	Head of Major Donor and Legacy & In Memory (title to be reworked)
Line reports	Prospect Research Officer
Contract Type	Permanent
Salary	c£40,000

Job Purpose

An exciting role with significant scope to shape a major donor programme generating income through large financial donations from individuals and charitable trusts. The Major Donor Manager will play an active role in identifying, cultivating, securing, managing and retaining donors, and soliciting major gifts. Maximising supporter engagement, satisfaction and value, the post holder will ensure a high level of customer service and account management, while overseeing the day to day running of the major donor programme.

Key Responsibilities

- Design and deliver a major giving programme to generate new revenue and deliver budgets
- Alongside the Prospect Research Officer lead on identification and research to produce a pipeline of high value prospects and income opportunities
- Build and cultivate fundraising relationships with a range of new high value individuals and trusts, developing robust and innovative supporter journeys to ensure long term committed income whilst personally managing a portfolio of donors.
- Develop a compliance framework for securing high value gifts ensuring high standards and complying with all relevant regulations and legislation.
- Hold responsibility for developing budgets and management reporting including financial, KPI's and outcomes.

Compliance Responsibilities

As a manager, in addition to specific compliance requirements within your area of expertise, you also hold responsibility in your specialism for:

- Health & Safety and Environment.
- Safeguarding
- Data Protection
- Equality, Diversity, and Inclusion
- Quality

You are expected and encouraged to raise and escalate appropriately any potential breaches or areas for improvement regarding the above.

Person Specification

- Demonstrable evidence of behaviour in line with the core values of TAAS throughout career to date.
- Collaborative approach to achieving departmental and wider organisational objectives.
- Passion for the work that TAAS does.
- A flexible approach to allow adaptability to the changing needs of the organisation.
- Demonstrable experience and a track record in securing 5 figure gifts from Major Donors.
- Experience in building a pipeline to develop and deliver fundraising targets.
- Very strong interpersonal skills and integrity, able to communicate well with others and quickly build credibility.
- Excellent written and oral communication skills. Numerate and able to interpret data and trends.
- Strong organisational and prioritising skillset, with experience of managing complex supporter or client relationships, meeting their needs, and coordinating collaboration with colleagues.

Any other information required:

- N/A