

JOB PROFILE

Job Title:	Development Executive (Major Gifts)
Department:	Fundraising – International Major Gifts Team
Reviewing Manager:	Senior Development Manager
Location:	Godalming, Surrey
Salary:	£28,000 – 30,000 subject to experience
Contract type:	Permanent, full-time

JOB PROFILE

1. OVERALL OBJECTIVES OF THE POST

The purpose of this role is to help end factory farming, through driving higher levels of sustainable income. Being part of a dedicated team working in partnership with inspirational supporters, progressive policy makers and visionary companies to mobilise a movement for far-reaching change in our farming that will improve the quality of life for billions of farm animals worldwide and create a sustainable food supply which respects the environment.

- Using fundraising or sales related skills to manage a pool of donors
- Supporting the Senior Development Manager and the wider team to deliver against annual targets
- Contributing to development of a long-term, sustainable, multi-million income stream
- Becoming an effective member of the team as well as being able to operate independently and, after 6 months in post, contributing an agreed target to the annual income from a portfolio of donors with the support of the Senior Development Manager and the Head of International Major Giving.
- Provide administrative support to the team (particularly communications via email and letter and database record keeping)
- Support the organisation of cultivation events to invite new prospects and cultivate existing donors

2. POSITION IN ORGANISATION

- Reports to the Senior Development Manager (International Major Giving)
- Required to develop and maintain good working relationships across the organisation (particularly with mission delivery colleagues, supporter engagement team, CRM, finance and Chief Executive's office)
- Liaises with key stakeholders (including Trustees, Directors, High net worth individuals, Major donors and volunteers, as appropriate)

3. SCOPE OF THE ROLE

With guidance and support from the Senior Development Manager to:

- Apply your skills in the major gifts team to drive income for Compassion in World Farming International's (Compassion) work to end factory farming
- Implement the review and delivery The Anna & Peter Roberts Circle membership group (giving up to £5,000 per annum)
- Identify opportunities for further support from donors supporting at £5,000k+ and development of relationships with new and prospective donors
- Maintain excellent communication with donors and prepare and send regular updates

- Plan, arrange and deliver innovative events with the Senior Development Manager, to involve and cultivate donors and prospects
- Identify opportunities for Compassion to attend events, especially where potential donors may be present and where there is opportunity for current donor invitation
- Maintaining donor records and producing database reports (Ideally having a good working knowledge of Salesforce and/or similar CRM systems)
- Produce reports, prepare briefings, donor profiles and presentation materials for colleagues (including Senior Management Team)

4. DIMENSIONS & LIMITS OF AUTHORITY

With the support and guidance from the Senior Development Manager, responsible for:

- Holding relationships with donors and prospect pool for those giving up to approximately £10,000 as a first point of contact within Compassion (with scope for increased responsibility)
- Carrying out detailed major donor prospect research
- Identify donors suitable for mid-level giving work with supporter engagement team to track prospects
- Contributing to bid writing, reporting, presentations, donor profiles, donor communications and other Major Gifts materials as requested by the Senior Development Manager

5. PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Proven Ability, Qualifications & Training	
<ul style="list-style-type: none"> • Educated to degree level or demonstrable equivalent working experience • Ability to write persuasively (including compelling proposals or equivalent) and articulate a complex argument • Experience managing membership groups • Experience organising and managing events efficiently and cost-effectively • Track record of effective time-management with the ability to work under pressure and to tight deadlines • Ability to work on own initiative and as part of a team • Experience of account/relationship management; client-facing role or equivalent • Highly motivated and enthusiastic, keen to learn 	<ul style="list-style-type: none"> • Fundraising, sales and/or event management experience • Institute of Fundraising member

Skills, Knowledge & Attributes	
<ul style="list-style-type: none"> • Have an understanding of Major Gifts fundraising or relevant, adaptable experience including prospect research, cultivation, gift solicitation and stewardship • Articulate with exceptional interpersonal, communication (oral and written) and negotiating skills • Excellent attention to detail • Ability to gather information and present in a meaningful and appropriate way • Detailed research into prospects • Excellent account management and record keeping • Ability to communicate effectively in both formal and informal situations (in person, on the phone, email and letter) • Can do attitude; positive disposition; approachable and adaptable; self-starting; open minded • Creative and lateral thinker • Reliable, well-organised, methodical and punctual • Target driven, with a demonstrable commitment to team-working to achieve objectives • Affinity with Compassion's work • Event planning and management experience • Excellent time management, organisational and prioritisation skills, with the ability and flexibility to juggle a wide range of competing demands and deadlines under time pressure. • Good IT skills and familiarity with industry-standard software (including Microsoft Office applications and databases) 	<ul style="list-style-type: none"> • Good working knowledge of Salesforce • Experience of Patron Development schemes or higher level membership schemes • Specific understanding of major donor, trust and corporate fundraising • A knowledge of data protection and GDPR

6. PRIMARY RESPONSIBILITIES

Essential duties and responsibilities (other duties may be assigned) including:

- Be an effective and successful member of the team
- Supporting the team in the research, approach and development of donor relationships
- Preparing and presenting compelling proposals, presentations, feedback and impact reports etc. to donors and prospects
- Working with and supporting the Senior Development Manager team to ensure efficient record keeping, administration and exceptional stewardship of donors
- Working closely with immediate colleagues and other internal staff to develop opportunities for major giving including engaging other colleagues in appropriate relationship-building activities with key prospects
- Liaising with the relevant internal teams to gather up to date information on programmes for proposals and reporting, and ensure that donor/funder agreements are mutually beneficial, deliverable and fulfilled
- Collaborating with the Direct Marketing team to identify supporters appropriate for cultivation into higher levels of giving (including The Anna & Peter Roberts Circle)

- In conjunction with the Head of International Major Giving and Senior Development Manager, contributing to the setting of budgets continually striving to improve performance
- Undertake prospect research (including proactive identification of new funding sources and opportunities for developing new relationships)
- Maintain and steward donor relationships, acting as the first point of contact for donors up to £10,000
- Undertaking the planning, preparation (including of materials) and logistics for the annual events cycle for The Anna & Peter Roberts Circle
- Supporting the wider Major Gifts team and programme colleagues at events (including for mission-delivery purposes as appropriate) and liaising with event invitees/attendees etc.
- Maintaining accurate records on a timely basis including on behalf of the Senior Development Manager and Head of International Major Giving
- Contributing to the development of major gifts activity and identifying giving opportunities and cases for support
- Understanding the compliance and regulations that affect fundraising

7. ADDITIONAL TASKS

- As part of your employment you may be required to travel anywhere within the world in order to carry out the duties of your employment
- Due to the nature of the role, there may be a requirement to carry out some work out of office hours. This work is to be arranged in accordance with procedures
- Take due and reasonable care of oneself and others in respect of Health & Safety at Work
- Act in accordance with the principles of Compassion in World Farming's Ethical Policy
- In all work activities, comply with data protection legislation and Compassion in World Farming's requirements for the protection of personal information and the privacy of individuals
- Provide formal and informal training at the request of your line manager, senior management or Director, on your areas of expertise to other staff, interns, volunteers, trustees etc.
- The job description is not exhaustive and you may be asked to carry out additional tasks which are appropriate to your job role, as required by your line manager