

# JOB DESCRIPTION



## Head of Major Gifts

### JOB DETAILS

<b>Job Title:</b>	Head of Major Gifts
<b>Department:</b>	Fundraising
<b>Status:</b>	Permanent – hybrid working (max 3 days wfh / week)
<b>Hours:</b>	37.5
<b>Reporting to:</b>	Director of Fundraising
<b>Line Managing:</b>	Senior Major Gifts Officer

We are looking for an emotionally intelligent, creative, and experienced Major Gifts fundraiser. Someone with an intuitive understanding of the donor journey, in all that this means, and the ability to galvanise Trustees and senior volunteers to create an understanding and culture of philanthropy across the whole organisation.

We are flexible on candidate background and able to consider people from a range of sectors, although experience within the military charity sector and/or mental health is highly desirable. Most importantly, we are looking for drive, energy and passion, as well as exceptional communication skills and the ability to expertly engage supporters both verbally and through compelling writing.

In this challenging role, the post holder will need to use their experience and interpersonal skills to forge new supporter relationships and maintain existing ones. We are looking for someone who will maintain momentum with this well-established major giving programme. In addition, Combat Stress will launch a major awareness and advertising campaign in May 2024, and we are confident that with awareness will come additional fundraising opportunities.

#### **1. OVERALL PURPOSE**

- To significantly expand Combat Stress' major donor base and increase philanthropic income from high-net-worth individuals.
- To develop and deliver a fundraising strategy and plans to meet annual targets.
- To personally manage the high-level donors, securing five, six and seven-figure gifts.
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- To oversee all relevant fundraising activities, including research and analysis of current and potential prospects, ensuring that activity is data protection compliant.
- To add value to the Fundraising team helping to grow income over the next five years.

#### **2. KEY RESPONSIBILITIES**

- To develop a major gift fundraising strategy for Combat Stress, with a focus on increasing philanthropic income from high-net worth individuals, and to deliver the strategy through annual plans, clear targets and KPIs to measure progress.
- To have overall responsibility for the Major Gifts income stream and for forecasting reports for submission to Executive Directors and Board of Trustees.
- To lead on an organisational strategy for generating a pipeline of high-net-worth individuals and major gift prospects.
- To recruit, lead and manage an exceptional team of motivated, high-performing fundraisers.
- To grow funds raised through our Benefactor giving programme.
- To work closely with the Director of Fundraising, CEO and Trustees, and senior volunteers on prospect identification, cultivation and asks.
- To work closely with senior colleagues across the charity, including clinicians, to build the strongest case for support possible.
- To personally manage a portfolio of high-level donors to secure five, six and seven-figure gifts and ensure their long-term commitment to the charity.
- To ensure planned financial targets from major donors are met.
- To ensure the team maintains accurate records of relationships with major donors on our database, and to ensure that due diligence is carried out where required, and that all gifts are appropriately agreed in writing including any details of recognition and payment schedules.
- To oversee all relevant fundraising activities, including research and analysis of current and potential prospects, ensuring that activity is data protection compliant.
- To use our solicitation systems to ensure that supporters are cultivated, stewarded, thanked and recognised as appropriate.
- To oversee the management of a range of special events for supporters and prospects.
- To contribute as a member of the Fundraising Management team, and the Senior Leadership Group (SLG).
- To work collaboratively with all Fundraising teams, agreeing ways of working and movement of donors between Individual Giving, Mid Value, Major Giving and Legacies.
- To assist the Director of Fundraising with planning and strategy, as needed.
- To carry out such tasks as are reasonable commensurate with this post as requested by the Director of Fundraising.
- To play a lively and active role in the Fundraising team, liaising with other departments as appropriate, giving presentations to staff and taking part in training sessions.
- To add value to the Fundraising team helping to grow income over the next five years.

### **Management**

- To line manage and motivate the Senior Major Gifts Officer and to oversee their responsibilities offering support and guidance as required.
- To identify training needs.
- To assist the Director of Fundraising in day-to-day operational activities.
- To promote and contribute to the development of the Fundraising department within a culture of change.

### **Education and Training**

- To undertake mandatory training and appropriate training identified through supervision and appraisal.
- To identify own training and developmental needs and participate in a personal development plan to meet identified needs.
- To provide support, guidance, and supervision to junior staff.

#### **General Responsibilities**

- To fully understand and adhere to the policies and procedures of the Charity.
- To be compliant with data protection – most specifically GDPR.
- To work in a flexible and responsive way to meet the changing needs of the department.

### **3. RISK MANAGEMENT**

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

As an employee of Combat Stress, you are required to be risk aware, readily able to identify risks faced by you and by Combat Stress in the course of your day-to-day employment. Where a new risk is identified it is to be reported through your line manager.

We reserve the right to ask you from time to time to undertake any other reasonable duties as required within this role.