



## Major Donor Fundraiser

The UK's leading interfaith organisation is looking for a Major Donor Fundraiser and help us to achieve our vision of a world where diversity is celebrated.

For over 20 years, the Faith & Belief Forum has been at the forefront of creating innovative and meaningful interfaith encounters through our programmes in schools, universities and community spaces. We think that our work is needed now more than ever. Please join us and use your expertise to help us to grow and meet this need.

This a very exciting time to join us. In November last year we held our first ever fundraising gala dinner, bringing together new supporters and loyal donors to celebrate and support our work. We are looking for a Fundraiser to pick up on the success of this event, and to lead on developing and growing our Major Donor fundraising portfolio.

This is a maternity cover contract (6-12 months) so we're looking for someone who is confident they can make an impact in a short space of time. We want someone to nurture existing opportunities, identify and secure new sources of income, and build robust systems and processes that ensure the efficient management of the Major Donor journey, from cold contact to repeat donor.

We're looking for someone to deliver high value, multi-year donations from Major Donors by:

- Developing robust systems and processes to ensure the efficient management of the Major Donor journey
- Facilitating conversations between Major Donors and the charity's leadership to build financial support for our work
- Researching, networking and meeting with prospective donors and supporters
- Organising high quality events to showcase our work to current and potential donors

To achieve this, you will be an independent, capable and decisive self-starter who is looking to make a big impact in a short space of time. You will have;

- Extensive knowledge of the Major Donor funding landscape.
- A talent for building productive relationships with donors, both current and potential.
- A gift for persuading people to support our cause.
- Experience organising and running large scale fundraising events.



- Experience of building systems and processes to ensure an effectively managed donor pipeline.

You'll be joining an organisation that aims to embody the inclusive and welcoming values we want to see in wider society, with a diverse and collaborative working environment. At our most recent survey, 100% of employees said they believe in the aims of the Faith & Belief Forum and enjoy the work they do.

If you feel this role is for you, please visit [www.faithbeliefforum.org/about/careers](http://www.faithbeliefforum.org/about/careers) to download the job description and person specification, and information on how to apply.

**We are looking to fill this role as soon as possible and will be conducting interviews on an ongoing basis.**

We value diversity at the Faith & Belief Forum, so particularly welcome applications from people from faith/belief and BAME backgrounds.

Unfortunately, we cannot accept applications from individuals without the right to work in the UK.

## **Job Description: Major Donor Fundraiser**



**Job Purpose: To lead on the delivery of the Faith & Belief Forum's Major Donor fundraising strategy.**

Salary: £27,540 - £33,871 (This is an F&BF Band C role)

Contract: 6-12 months initially (maternity cover)

Location: Kentish Town, London

Hours: Full time but open to part time and flexible working.

Reports to: Fundraising Manager

### **Duties and Responsibilities**

All activities will be undertaken in collaboration with the Development & Fundraising Team.

- To play a leading role in the delivery of the Faith & Belief Forum's High Net Worth Individuals (HNWIs) strategy, including but not limited to:
  - Research into new HNWIs with the monetary capacity to become donors
  - Delivery of events to engage HNWIs
  - Identifying and developing relationships with potential and existing donors
  - Pitching to individual donors for funding
  - Reviewing existing relationships to renew or increase donations
  - Keeping track of the requirements of donors and overseeing the production of progress reports as necessary
  - To oversee the backend systems and the processes which ensure effective donor management
- To perform administrative and logistical tasks using agreed process and conventions including planning, activity/event delivery
- To monitor and evaluate delivery, and to assist with the creation of those procedures
- To follow a schedule of reporting requirements for own work and leading on the production of those reports.
- To contribute towards departmental and organisational reports e.g. by providing data and case studies.
- To contribute towards strategy development
- To be aware of, and track expenditure within the agreed budget
- To observe delivery to ensure quality control (where appropriate)
- To assist in the recruitment and line management of staff (where appropriate)

### **Communications & Stakeholders**



- To be an ambassador for the Faith & Belief Forum, helping raise awareness of the programme and the whole organisation through speaking about our work in public, social media, writing articles/blogs (primarily related to departmental activities).
- To lead on external marketing and communications where appropriate, and contributing towards organisational communications (e.g. event publicity, brochures, exhibition guides, newsletter, social media)
- To be involved with relevant the Faith & Belief Forum's Policy initiatives
- To ensure that the charity's administrative systems and databases are always kept up to date and accurate, and to manage the pipeline of Major Donors

### General

- To work with others to help achieve the organisational strategic goals (below)
- To be an active participant in the Team, leading on some organisational initiatives to ensure a good working environment for all staff.
- To contribute towards activities to raise funds, such as developing relationships with existing and potential donors, to support funding application writing, and sharing new ideas.
- To help recruit, induct and support interns
- To look for ideas for innovation, growth, sharing our learning, and continuing relationships with stakeholders.
- Undertaking other initiatives necessary to ensure the successful implementation of the work of the organisation.
- Support the organisations Equality, Diversity and Inclusion strategy.

#### Organisational strategic goals:

- To equip more learners with the skills and tools they need to handle and influence relations between different faiths and beliefs
- To generate stronger community-based movement, with youth at the forefront
- To project the voices of those we support and the impact of our partnership with them

## Person Specification: Major Donor Fundraiser



It is essential to have sensitivity to the issues surrounding this area of work and a proven commitment to the aims of the Faith & Belief Forum.

We welcome experience and skills from all areas of a person's life, including volunteering, community work, paid work and education.

### **Essential**

- Have a proven success in making asks at a minimum five-figure level.
- Experience of building systems and processes to ensure an effectively managed donor pipeline.
- Experience of stewarding relationships with a variety of Major Donors, both current and prospective.
- To have developed and delivered a fundraising event, including budget development, marketing and logistics
- Ability to work independently and deliver to targets with little supervision from management.
- To be an effective verbal and written communicator, with the ability to inspire a wide range of audiences.

### **Desirable**

- Experience of working in interfaith or multi-faith settings.
- Experience of securing of sponsorship and in-kind support for organisational events.
- Experience of developing both financial and non-financial KPIs for this area of work.