

Job Description – Major Donor Fundraiser

Job title:	Major Donor Fundraiser
Reports to:	Community & Fundraising Manager
Direct Reports:	No line reports, potential for volunteer management
Hours:	Full Time, Permanent (flexible and part-time hours will be considered for the right candidate)
Salary:	£35,000 (pro-rata for Part Time)
Contract:	Permanent
Leave:	25 days per annum plus bank holidays (pro-rata for Part Time)
Pension:	5% employer contribution

About Jimmy's Cambridge

Jimmy's Cambridge is one of Cambridge's leading providers of support and accommodation to people who are and have been rough sleeping. We help people get off the streets and into their own home, backed up with all the support we can offer from our talented and committed team of staff, volunteers and partners.

Our success in delivering our services is underpinned by the support we receive from individuals, organisations, our volunteers and our partners, all of whom are fundamental to our work. In addition to maintaining a sustainable set of existing services, we also have ambitious plans to increase our services and impact, ensuring we can support as many people as possible who are and have been rough sleeping.

Jimmy's is entering an exciting period in its development with a new strategic plan for the next three years, alongside bold plans to increase and diversify the level of support the charity can provide to people who are and have been rough sleeping in and around Cambridge.

Purpose of the Role

The Major Giving Manager role is key part of an ambitious and forward-thinking Fundraising & Communications team. We're in a period of strategic development which will form part of a new strategy (launching early 2025) and we encourage the successful candidate to bring their enthusiasm and vision to our aims. Part of this new strategy will kick off with the marking of Jimmy's 30th Anniversary in 2025 during which we will be hosting a number of new and exciting events and fundraisers in order to develop and grow our support base.

This is an ideal opportunity for someone with a major donor or account management background who enjoys networking and developing relationships, strategic thinking, and who would relish the opportunity to make their mark on the development of our major donor programme.

About you

The ideal candidate will be a self starter who is motivated by identifying prospects (individuals with capacity to give over £5k) and is dynamic in developing new relationships. The main focus of this role will be networking, stewardship, creating opportunities and being able to make the right fundraising ask to the right person. There will be a small amount of accompanying administration to manage relationships, income and expenditure, and to contribute towards organisational procedure.

Key Responsibilities

1. Lead, develop and implement the Major Giving new business fundraising strategy, raising in excess of £80,000
 - a. Utilise existing data, connections and external research and networking opportunities to create pipeline of new potential major donors.
 - b. Include plans to transform Mid-Level donors into Major Donor (working with the Fundraising & Communications Manager).
 - c. Cultivate relationships from prospect to first gift, working towards a long-term relationship.
2. Lead on the effective and innovative stewardship of existing major donor relationships
 - a. Develop existing relationships to increase their value, both financially and by contributing towards Jimmy's Cambridge objectives more widely.
 - b. Produce and manage detailed cultivation and stewardship plans to ensure an optimal donor experience.
 - c. Attend suitable networking events and external meetings to cultivate prospective and existing donors.
3. Ensure compliance with regulation and best practice standards in the fields of Major Donor fundraising.

- a. Adhere to the Fundraising Regulator's Code of Fundraising Practice, Charity Law, Health & Safety Law, the General Data Protection Act and PECR, NCVO guidance and other relevant legislative requirements
 - b. Maintain an up-to-date knowledge of any changes in law or best practice guidance which affect Major Donor fundraising, Gift Aid, events & volunteering, updating our policies and procedures accordingly.
4. Reporting and Team Work
- a. Be accountable for monitoring and reporting against objectives and outcomes for internal and external audiences.
 - b. Develop and implement annual action plans to take the Major Donor Fundraising work of the organisation forwards and present these to the Board of Trustees as required.
 - c. Work closely with the rest of the Fundraising Team, other teams and trustees to develop a joined-up approach to Major Giving and the development of our offer.
 - d. Act as a supportive and collaborative colleague, working in conjunction with others as and when necessary, providing occasional capacity to other areas in moments of pressure.
 - e. Attend 1:1 meetings, team meetings, events, and other meetings as required.
 - f. Incorporate organisational values, such as collaborative and inclusive, into all areas of work - this includes but is not limited to the co-production of activities with residents wherever practicable.
 - g. Undertake any other duties that may be reasonably required.

Person Specification

- A proven track record of successfully developing and leading innovative Major Donor fundraising programmes and meeting required targets.
- Creative thinker and problem solver – willing to think outside of the box to reach currently disengaged and develop relationships with new supporters.
- An entrepreneurial, proactive self starter and networker with the ability to research appropriate events and networking opportunities across Cambridge
- Great interpersonal skills and the ability to communicate confidently and create meaningful relationships with senior colleagues, stakeholders, residents, partners, current/potential donors et.al.

Desirable

- Experience of Legacy giving ideally planning and implementing a Legacy growth strategy.
- Experience of working with and supporting Corporate Partnerships.
- Experience of working within trusts and grants fundraising
- An understanding of the homelessness sector, in particular in Cambridge.

The above list of job duties is not exclusive or exhaustive and may be subject to change. The post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post

This role is hybrid with an expectation of a minimum of 1 day in the office a week, and attendance of in-person activities (e.g. meetings with existing and prospective donors, networking functions) as required.

Working Hours

The post-holder will be expected to manage their own time and hours and we are open to considering individuals seeking either full or part time working.

While much of the work will be weekdays daytime, there will be a need to get involved in activities which happen on evenings and weekends. Therefore the post-holder will have a flexible approach to working hours.

The location of the post would suit hybrid working with an expectation of a minimum of 1 day in the Cambridge office a week, and attendance of in-person activities (e.g. meetings with existing and prospective donors, networking functions) as required.

Jimmy's Core Values

Our values are at the heart of everything we do:

- Treating people with **respect**
- **Accepting** people as they are
- Believing in **opportunities for everyone**
- Behaving with **integrity**