

Retina UK Job Description

Title:	Corporate and Major Gifts Manager
Reports to:	Senior Fundraising Manager
Direct reports:	None
Hours:	Full time - 35 hours per week
Salary:	£30,000 (negotiable for the right candidate)
Location:	Office based in Buckingham. However, it is a requirement of employment that the post-holder be prepared to work at any additional or different location as may be necessary.

Job Purpose

To develop relationships with major donors and corporate supporters, generating income from both existing and new contacts.

Main Duties and responsibilities

- Responsible for income targets for major donor and corporate fundraising.
- Develop and deliver a comprehensive plan to develop major donor and corporate fundraising in order to increase the number of funders, strategic partnerships and net income, ensuring that this is sustainable for the future by building a pipeline of potential donors.
- Lead on the new 'Giving Club', including recruitment and stewardship, with support from the Fundraising Coordinator.
- Deliver a programme of applications for corporate partnerships.
- Work with the Senior Fundraising Manager to develop and refine cases for support for both existing work and new development activity.
- Plan and implement donor cultivation, solicitation and stewardship activities, with support from the Fundraising Coordinator.
- Retain and develop existing relationships and ensure that appropriate account management is in place to build long term partnerships.
- Deliver events suitable for engaging with major donors and corporate supporters.
- Work with the Fundraising Events Manager to generate corporate teams for running and challenge events.
- Work with the Fundraising Events Manager and Services Team to secure corporate sponsorship for suitable events.
- Facilitate and support employee fundraising activities for corporate supporters when required.
- Undertake prospect research and qualify and prioritise prospects.

- Set up systems and processes to support effective and efficient fundraising.
- Work with the Senior Fundraising Manager to set income and expenditure targets and monitor progress against these, maximising return on investment and reforecasting as required.
- Provide reporting, evaluation and analysis of major donor and corporate fundraising activity.
- Contribute to organisational and fundraising-wide planning.
- Keep up to date with fundraising best practise, policy and relevant legislation.
- Work with the Communications & PR Manager on the production of fundraising materials and supporter communications relevant to the major donor and corporate income streams.
- Protect the reputation of the charity and ensure that we maintain excellent working relationships with external organisations.
- Ensure the maintenance of the fundraising pages of the website relating to major donor and corporate giving and that the information is accurate, enticing and motivating and to contribute towards web, marketing and brand development projects.

**PERSON SPECIFICATION:
Corporate and Major Gifts Manager**

E = essential D = desirable

Experience

Experience of managing successful and lucrative relationships	E
Experience of soliciting substantial individual or corporate gifts	D
Experience of winning new corporate/individual business	E
Excellent written and verbal communication skills along with the ability to present the case for support to a range of audiences.	E
Proven experience of hitting financial targets	E

Qualifications/knowledge

Educated to degree level or equivalent or ICM/CIM diploma	D
Holder of Certificate of Fundraising Management	D
Knowledge of fundraising best practise and legislation	D

Planning and analysis

Able to analyse data and to generate clear reports and recommendations	E
Excellent IT skills (preferably Microsoft Word and Excel and PowerPoint)	D
Experience of using a database as a relationship tool	D
Experience of producing fundraising/marketing plans	D

Finance and Administration

Experience of setting and managing budgets	D
Experience of implementing procedures that reflect policy and increase efficiencies	D
Good level of numeracy	E

Personal Qualities

Confident and able to interact effectively and empathetically with people at all levels, including those with a visual impairment	E
A 'people person' who enjoys building relationships	E
Entrepreneurial	E
Solution focussed	E
Able to handle pressure and work to deadlines	E
Flexible team player	E

Commitment

Empathy with Retina UK's aims and objectives	E
Willing to live Retina UK's values	E
Access to a car with full driving licence	D
Able to work in the evenings and weekends when necessary	E