

JOB DESCRIPTION:	Major Gifts Manager
REPORTING TO:	Head of Fundraising Development
ACCOUNTABLE TO:	Chief Executive Officer and Board of Trustees
LIAISING WITH:	Head of Communications and Communications Team, Fundraising Team; Operations Director and Play & Leisure team; Finance & Administration; Quality and Compliance Team; Trustees; Volunteers, any other organisations as may become relevant

GENERAL DESCRIPTION:

The Major Gifts Fundraising Manager is a member of a dynamic team of committed and passionate individuals working together to raise the profile of Challengers and maximise revenue funding in support of play and leisure opportunities for disabled children, young people and young adults.

The purpose of this role is to secure revenue funding from trusts, foundations, grant giving bodies and high net worth Individuals to support Challengers. You will manage a team of fundraisers, be responsible for securing new relationships and income, and ensuring that relationships with supporters are maintained to a high standard.

MAIN DUTIES AND RESPONSIBILITIES:

- To secure the team's annual income target for Trusts and Major Donors.
- To line manage the Major Gifts Team ensuring the delivery of targets and the ongoing development of team members.
- Work with the team to identify and research new funding opportunities and to develop and submit bids to secure income from Trusts, Foundations and grant giving bodies to support Challengers projects.
- Responsible for the development of the portfolio of high net worth individuals supporting Challengers. This will include the ongoing management of existing supporters, as well as identify, cultivate and secure funding relationships with new supporters.
- Maintain a good knowledge and understanding of the aims and objectives of Trusts, Foundations and grant funding bodies to help target approaches to these organisations in a timely manner.
- Create funding proposals to support funding applications for existing and new projects including creating budgets, ensuring that the image of Challengers is used effectively, represented correctly and presented in line with current policies and vision.
- Safeguard relationships with supporters by ensuring reporting, acknowledgements, credits and thanks are made and fully appropriate to the relationship and funding given.
- Maintain clear records of all contacts, activities and funds raised on the Challengers database and produce reports as and when required by the Head of Fundraising. Training will be provided.
- Ensure that the monitoring, preparation and submission of required evaluation forms and progress reports meet deadlines and in adhere to the terms and conditions of the funding given.
- Obtain grants from Local Councillors allocations by applying for suitable projects in their local areas and monitoring, preparing and submitting evaluation and progress forms to satisfy funders' requirements.
- Support the wider Fundraising Team with the delivery of Fundraising events, including some direct work on the event day which may include adhoc evenings and weekends for which time off in lieu will be given.
- Represent the charity at presentations, meetings and other functions promoting the work of Challengers and advocating for The Challengers Approach which is based on the Social Model of Disability.

- Maintain a safe working environment at all times in accordance with the Challengers health & safety and related policies
- Any other duties as shall from time to time be required by the Head of Fundraising or the Chief Executive.

PERSON SPECIFICATION

Essential:

- Demonstrable evidence of success in Major Gift Fundraising.
- Demonstrable evidence of line management of a team of people.
- Experience of preparing funding plans and income and expenditure budgets.
- Experience of writing project reports, to include budget reports and project summaries.
- The ability to identify and respond to fundraising opportunities and articulate a project or a programme into a funding bid.
- Excellent written and verbal communication skills.
- An ability to relate to a range of people, including potential donors, disabled children and their parents and carers, the media, colleagues, a range of charitable trusts and the general public.
- Analytical clear thinking and the ability to prioritise tasks, apply common sense and sound judgement.
- An ability to work on his/her own projects as well as work as a team member.
- Able to use Microsoft packages including Word, Excel and Outlook amongst others.
- Flexibility to work outside conventional office hours when required including weekends and evenings.
- A clear understanding of The Challengers Approach and the Social Model of Disability and a commitment to deliver programmes to this ethos.
- Full clean driving license and car owner with ability to use own vehicle for travel to meetings and events and therefore hold the necessary business use insurance.

Desirable:

- Transferable fundraising experience
- Good experience of working in a target led environment.
- An understanding of the role of not for profit organisations in the provision of services
- Experience of using a database and willingness and competence to pick up this skill quickly.
- Understanding of the issues facing disabled children and young people, their families and carers and of issues surrounding social exclusion
- Experience of working with or supporting disabled children and young people, their families and carers.