Relationships Manager (Major Donors) job description

Introduction
Book Aid International is the UK’s leading book donation and library development Charity. We work in over 25 countries, bringing the gift of reading to millions of people who would otherwise have no access to books. In 2019 we sent 1,211,423 books to over 130 organisations around the world and raised over £2 million to fund our work, entirely from voluntary income. Our supporters are individuals, publishing companies, trusts and foundations and corporate organisations, who share our conviction that books change lives.

The role
This is a great opportunity to join a friendly and dynamic Fundraising Team which includes the Head of Development, Individual Giving Manager, Trusts & Foundations Manager, Corporate Relationships Manager, Fundraising Officer and Events Coordinator. The Relationships Manager plays a key role within the Fundraising Team in helping achieve and exceed the Charity’s income targets. We are seeking a highly-collaborative, creative, energised individual to join our team and take our major donor income to the next level.

The person
You are a first-class relationship builder who enjoys networking and is curious to explore connections between people, their interests and the Charity. You are an experienced fundraiser with a good understanding of international development and philanthropy and a track record of securing donations from major donors, philanthropists and high net worth individuals globally.
You are driven and ambitious to develop and build a robust pipeline of prospective donors and philanthropists. A tenacious self-starter with a can-do attitude, you are highly organised and a great communicator - able to collaborate with colleagues across the organisation to deliver successful proposals and case for support asks.
You will lead on and transform our major gifts programme (including events), bringing innovation and drive to support the Charity’s operating plans to grow income from major donors.

Responsibilities
- Help develop and implement Book Aid International’s strategy for fundraising, growing income from major donors
- Manage an excellent stewardship programme of an existing portfolio of major donors, mid-value donors and philanthropists
- Develop, manage, and host a programme of captivating and inspirational cultivation, engagement and fundraising events
- Identify and engage new potential donors through the events programme (liaising with the members of the Development Board) and with excellent follow up and relationship stewardship
- Organise meetings with potential new supporters with the Chief Executive, Head of Development and / or Trustees as appropriate
- Manage and present accurate income forecasting and report on restricted and unrestricted funded projects
- Coordinate and write successful cases for support and funding proposals
- Other tasks and support for the Fundraising Team, as direct by the Head of Development.
Person specification
Skills/knowledge essential

- A minimum of three years’ experience of fundraising from individuals and major donors
- Demonstrable success in securing gifts and donations with strong examples of £2k+ asks
- Excellent verbal communication skills – strong persuasive negotiating skills which yield positive results
- Excellent copy writing, proof-reading and creative proposal writing coupled with the ability to articulate and demonstrate impact – good attention to detail is critical
- Resilience and motivation to overcome proposal rejections
- Excellent organisational skills
- Confidence and energised in representing Book Aid International externally and at events
- An interest and good understanding of social, political and economic issues relating to global development and education
- Experience of preparing, monitoring and presenting budgets and working knowledge of charitable financial accounts
- Adaptable and flexible – the ability to manage own varied workload and work to tight deadlines
- Ability to work effectively with others in a team and independently
- Good computer skills including Word, Excel, and databases (Raiser’s Edge in particular)
- Ability to travel throughout the UK and overseas.

Benefits & Salary

Salary £35,000 per annum depending on experience (pro rate for part time)
Contract Permanent full-time position (we would consider a 4-day week for the right person)
Working hours 9-5pm
Place of work Camberwell, London
Annual leave entitlement 25 days per annum PLUS bank holidays
Other Flexible working policy, generous pension contribution - up to 8% employer contribution, good training and development budget, Employee Assistant Programme.

Books change lives