



Major Donor & Legacy Manager Role Description

March 2023

Key responsibilities

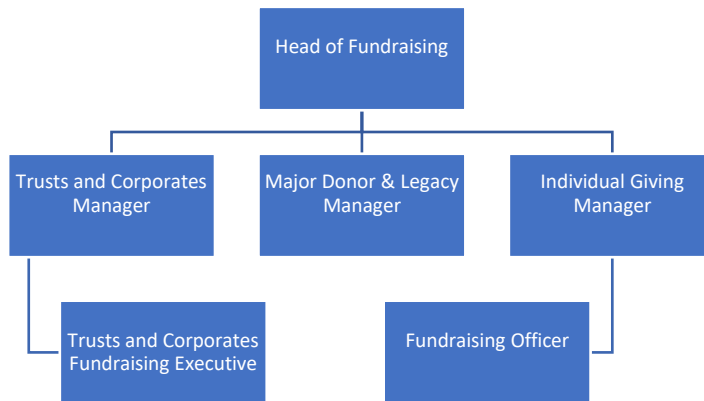
- Manage the Major Donor income stream and relationships
- Build on the solid foundations of an existing Major Donor income stream
- Develop and deliver tailored stewardship plans for all Major Donors ensuring an outstanding experience of supporting Book Aid International
- Manage relationships with individual Development Board Members
- Support Trustees, senior staff and the Development Board to develop existing and prospective Major Donor relationships
- Write compelling proposals for restricted projects
- Report to existing Major Donors on the impact of their giving
- From conception to delivery – manage an annual calendar of varied Major Donor stewardship and cultivation events, with the aim to secure Major Donor income
- Assist with Major Donor income and expenditure budget setting and reforecasting
- Manage the Charity's Legacy Programme
- Maintain accurate and up-to-date records of relationships, gifts and restrictions on the Book Aid International CRM (RE NXT) and in compliance with data protection and fundraising principles.

Requirements for the role

- Experience implementing the principles of Major Donor fundraising
- Experience fundraising from High-Net-Worth Individuals
- Very highly developed written and verbal communication skills, with extensive experience of developing persuasive and compelling written materials for high value audiences
- Experience managing a range of events for Major Donors and prospects
- Experience developing and managing income and expenditure budgets
- Excellent customer service skills, with proven track record of maintaining a high standard of bespoke donor care
- Experience developing and managing development boards or other high level volunteer committees
- Knowledge of Data Protection and other fundraising regulations in relation to Major Donor fundraising
- Knowledge of Raiser's Edge NXT or equivalent CRM
- Aptitude to uphold the Values of Book Aid International.

About the team

The Fundraising Team support a diverse range of income streams including Major Donor, Individual Giving, Trusts & Foundations and Corporates. The Major Donor Manager takes ownership of and supports Book Aid International's Major Donor income, relationships and events.



Terms and benefits

Contract	Permanent, full-time contract (would consider part-time)
Working hours	28 - 35 hours per week
Place of work	Hybrid - Camberwell office (min two days) / home working
Annual leave entitlement	25 days per annum + bank holidays (pro rata for part-time hours)
Salary range	£37,000 - £40,000 depending on experience (pro rata for part-time hours)
Benefits	Flexible working policy, generous pension contribution - up to 8% employer contribution, good training and development budget, life assurance, Employee Assistance Programme.