

# Major Donor & Legacy Fundraiser

## Role Description

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**We are looking for an outgoing and organised individual who excels at building and maintaining relationships. They need to have excellent written and verbal communication skills and an eye for detail. They will look after our major donors and senior volunteers, organise our events, and provide administration for the legacies we receive.**

### Key responsibilities

- Develop and maintain relationships with new and existing major donors and senior volunteers (including the Development Board)
- Create and update tailored stewardship plans for all Major Donors, ensuring an outstanding experience for those supporting Book Aid International
- Support trustees, senior staff and the Development Board to develop their own existing and prospective Major Donor relationships with materials, briefings and diary management as required
- Write compelling proposals for restricted projects and unrestricted appeals
- Report to existing Major Donors on the impact of their giving (restricted and unrestricted)
- Coordinate an annual calendar of varied Major Donor stewardship and cultivation events, with the aim to secure additional income
- Assist with Major Donor income and expenditure, budget setting and reforecasting
- Maintain accurate records of legacy income, expected and received, ensuring the legacy pipeline is up to date
- Correspond with executors appropriately to ensure legacy income is received in a timely manner and acknowledgments sent
- Maintain accurate and up-to-date records of all relationships, gifts and restrictions on the Book Aid International CRM (RE NXT) and in compliance with data protection and fundraising principles.

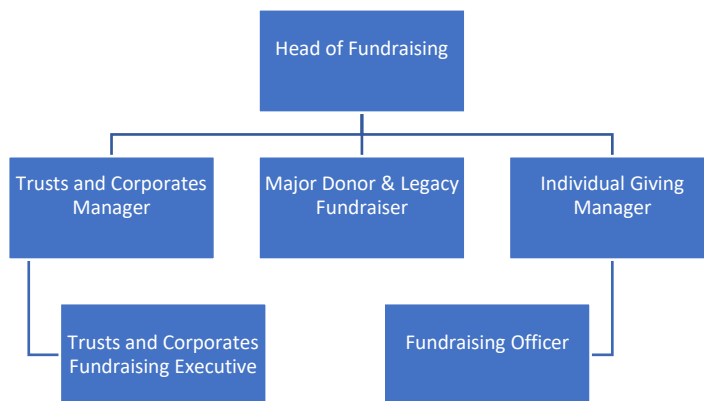
### Requirements for the role

- Experience at successfully managing key stakeholder relationships with demonstrable positive outcomes
- Experience fundraising from individuals
- Knowledge of the principles of major donor fundraising and how to implement them
- Highly developed written and verbal communication skills

- Experience creating persuasive and compelling written materials
- Experience running events
- Excellent customer service skills
- Experience managing development boards or other high level volunteer committees would be an advantage
- 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 Fundraiser 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 / home working
Annual leave entitlement	25 days per annum + bank holidays (pro rata for part-time hours)
Salary range	£34,000 - £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.