

ROLE SPECIFICS

- Hours: 35 hours per week, some out of hours, as per nature of the department, for which TOIL will be given. Mayhew has an agile working policy where a mix of office and home working can be arranged, which can be discussed at interview.
- Annual Leave: 25 days per year plus public holidays
- Salary: £26,000 - £28,000 depending on experience

Principal Responsibility:

To maximise income by developing relationships with Trusts, Foundations, Major Donors & high net worth individuals, delivering written & verbal approaches for financial support and providing a high standard of stewardship to achieve targets. Liaising with key members of Mayhew staff to gain data and project information.

Duties:

Main Responsibilities

- Produce and implement an annual work plan to achieve set income targets and other key objectives, reporting back to the Head of Fundraising;
- Researching Mayhew's projects to create appealing funding opportunities.
- Handle all administration concerning this income stream ensuring compliance with Data Protection regulations.

Trusts & Foundations

- Develop and nurture relationships with Trusts, Foundations, Corporate Trusts and other grant giving bodies to build strong and lasting relations to support a wide range of Mayhew projects and appeals;
- Carryout ongoing strategic research to identify Trusts and grant-giving bodies for potential funding;
- Produce written applications of the highest standard for the above portfolio of donors;
- Research Mayhew's outreach projects to create appealing funding opportunities;
- Meet with representatives from Trusts, Foundations, Corporate Trusts, grant giving bodies and major donors where necessary, providing excellent supporter care and service;
- Produce timely reports for the funders demonstrating relevant impact and outcomes;
- Liaise with other members of the Fundraising & Marcomms teams and other departments within the organisation, ensuring a coordinated approach to fundraising initiatives within the remit of this post.

Major Donors

- Develop and nurture relationships to encourage Major Donors, high net worth individuals and prospects to give at significant levels;
- Provide the appropriate level of stewardship do major donors to achieve financial targets;
- Monitor and evaluate relationships and outcomes.

Culture

- Be able to promote the aims, objectives and policies of Mayhew;
- Give presentations and attend events on behalf of Mayhew;
- Promote a strong & professional image of Mayhew by maintaining high standards in all communication with colleagues, external agencies and the general public;
- Be responsible for fulfilling projects and funding commitments made to donors.

In addition to the above, you may be required to undertake any other duties as required

I confirm that by signing this document I will adhere to all Mayhew's Policy and Procedures, including the Health and Safety Procedures set by Mayhew.

I confirm that I have read, understood my responsibility and will follow Mayhew's Data Protection Policy & Procedure.

All Policies and Procedures can be found on P: Drive or in the staff room.

Name.....Job Title.....

Signature..... Date.....

Job Specification

Trust & Major Donor Officer

Department:	Fundraising	Line Manager:	Head of Fundraising
Closing Date:	12 th April 2021	Recruiting Manager:	HR & Head of Fundraising

Specification	Essential	Desirable
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Attainments:		
Professional Qualifications	Educated to degree level or equivalent	Fundraising qualification
Work Experience	Proven experience of working in Trusts & Major Donor fundraising. Track records of achieving significant size gifts.	Experience of networking with Boards and committees, high net worth givers.

Abilities/Aptitudes:		
Verbal Communication	Confident telephone manner & excellent verbal English. Engaging and articulate presentation skills. Experience of holding meetings with a variety of audiences.	
Written Communication	Excellent written English and ability to adapt appropriate style for different donors.	
Time Management	Demonstrating skilled time management. Ability to work to deadlines.	
Environmental	Creative, well organised and detail orientated. Able to use initiative.	
Analytical	Ability to analyse information quickly, methodically and efficiently	
ICT/Admin	Good IT skills	Knowledge of Raiser's Edge
Building & Maintaining relationships	Diplomatic, personable, skilled at influencing.	
Driving		

Interpersonal Skills:		
General Approach	Positive and enthusiastic	A keen desire to work within the animal welfare charitable sector
Dependability	Trustworthy and reliable. Ability to meet deadlines and work independently on projects	
Work Ethic	Proactive, conscientious, enthusiastic and diligent.	
Team Work	Team player with other internal departments. Respectful of staff working at all levels.	