

**Position:** Major Donor Manager **April 2019**

**Salary:** £35,000- £40,000 per annum (dependant on experience)

**Start date:** Immediate start

**Contract type:** Permanent, full time; Monday- Friday (5 days) 9am-5:30pm

Occasionally work outside regular office hours at charity awareness and fundraising events on evenings and weekends (with time off in return)

#### **About Ovarian Cancer Action:**

Ovarian Cancer Action (OCA) was founded in 2006, with a single purpose: to fund research to prevent women dying from ovarian cancer. We fund world-class scientific research leading to innovative treatments and progressive solutions. We campaign to ensure women and healthcare providers know the risk factors, symptoms and treatment options to enable informed and rapid action. Despite being the UK's deadliest gynaecological cancer, the sixth most common cancer in women, claiming a woman's life every two hours, ovarian cancer remains an underfunded and overlooked condition. And that's not ok with us. In fact, diseases like breast cancer had better survival rates five decades ago than ovarian cancer does in 2019. That's why we raise awareness of the disease amongst healthcare professionals and the general public, fight to put women's health firmly on the political agenda, and campaign for change.

We are based at 8-12 Camden High Street, London, NW1 0JH. Our office based team is made up of 20 dedicated and passionate staff members plus volunteers, all of whom work hard to spread our message, campaign for change, and generate the vital funds we need to support the scientific innovators who will help beat ovarian cancer. We have a broad network of vital supporters, from community fundraisers and corporate partners, to our family of Voices who champion the cause across the UK.

Our mission is to stop women dying of ovarian cancer but we can't do it alone. We mobilise people to take action, to spread the word, to tell their stories, and raise the vital funds we need to beat the disease once and for all.

#### **About the Major Donor Manager**

We are looking for an experienced Major Donor Manager to join our team and drive growth in the area of philanthropic giving in this newly created role. The main purpose of the Major Donor Manager is to develop and implement a major donor strategy and work with the Senior Management Team and Chair to identify and secure major donations. We have partnered with major donors for a number of years and we are now seeking to elevate our major donor program to the next level. We are looking for the right Major Donor Manager who is committed to building a solid base of sustainable, long-term support for the charity's work.

This is a key position in the fundraising team and we are looking for an ambitious, creative, committed and driven individual who thrives on the development of strategic programmes and understands and appreciates how major donor partnerships will contribute to the achievement of our wider charitable objectives. A key deliverable of the role is to drive income to achieve our ambitious goals of funding more, innovative, and game-changing research, and the most impactful awareness campaigns.

Our Fundraising team is committed and dedicated to exceeding income targets to drive forward our ambitious strategy of growth because we believe women with Ovarian Cancer deserve better. If you are keen to be a key member of the fundraising team who are also proactive and developing as a team, you will need to be a supportive and trusted team member.

**Position in organisation:**

**Reports to:** Head of Fundraising

**Main working relationships:**

Head of Fundraising, CEO, other members of the Fundraising team, Grants and Impact Manager, Head of Healthcare and Education, Chair and trustees

**Direct stakeholders:**

Existing and prospect major donors

**Key responsibilities:****Strategic Development:**

- Develop a major donor strategy to increase long-term partnerships with philanthropists to contribute to and deliver the charity's ambitious goals of funding more, innovative, and game-changing research, and the most impactful awareness campaigns.

**New Business:**

- Develop a well-researched pipeline of prospect donors by exploring our existing database, and work with senior management and senior volunteers to identify new prospects.
- Secure annual income of £250,000+, and growing the pipeline year on year.
- Research major donors thoroughly and understand their key motivators for support, before making any approaches.
- Work with the Head of Fundraising to manage income and expenditure budgets, accurately forecasting and reporting on budgets for Board meetings.
- Monitor, analyse and report on income and expenditure variances to support the month end forecasting process. Identify shortfalls in performance and with support from the Head of Fundraising, prepare and implement contingency plans to ensure financial targets are met.
- Develop a calendar of charity of the year deadlines, and manage your time efficiently to reach all deadlines.

**Account/ Relationship Management:**

- Professionally and sensitively steward the charity's existing major donors, ensuring they feel informed, appreciated and inspired to make repeat donations. Work with existing major donors to solicit new introductions to their contacts and peers.
- Develop effective working relationships with senior staff, scientists, and trustees, all of whom will play a role in the relationship management of major donors.
- Represent the charity and its key strategic objectives to external stakeholders, verbally articulating the research and awareness work with accuracy and confidence.
- Develop and manage effective administrative processes to support relationship management.

**Fundraising:**

- Ensure that all fundraising activity complies with best practice, the Institute of Fundraising Code of Fundraising Practice and all relevant legislation.
- Act as the main contact for major donor fundraising enquiries.
- Provide advice and support to corporate fundraisers raising money for the charity.
- Develop and implement fundraising initiatives to engage existing and new corporate fundraisers.
- Utilise all fundraising techniques to encourage and motivate corporate fundraisers to maximise their fundraising potential.
- Manage the administration of fundraising, ensuring comprehensive and accurate record keeping.
- Keep abreast of developments in the wider sector by liaison with counterparts from other charities and across the charity sector.

**About the ideal person and their required experience and skills:**

**Career experience:**

- Must have a proven track record of successfully working in a major donor fundraising for at least the last five years.
- Must have a proven record of securing one off donations of £100,000.
- Experience of working as part of a high performing team.

**Donor Fundraising**

- Demonstrate sound knowledge of major donor approaches, methods, channels and an understanding of when to use which approach for the benefit of the charity and the organisation.
- Excellent research skills and critical analysis to ensure effective matching of our funding priorities to philanthropist's giving criteria.
- Ability to write effective proposal documents which are concise and convey the correct message for the charity.
- Demonstrates an understanding of the importance of confidentiality.

**Finance Management:**

- Proven experience of achieving/exceeding in the not for profit sectors.
- Experience of forward planning and experience of working with income and expenditure budgets.
- Demonstrate a high level of commercial awareness and professionalism.

**Project Management:**

- Experience of planning and delivering both simple and complex projects to a high standard.
- Excellent time management and organisational skills, as will often have to be working on more than one project at a time and must be able to prioritise workload.
- The ability to think logically, use initiative and work without supervision.

**Interpersonal skills**

- Excellent communication and interpersonal skills.
- Excellent negotiating and influencing skills.
- Excellent networking skills, relationship building and management skills.
- Work well within a team and have a positive, friendly, calm, professional and helpful disposition.
- Solid experience of managing collaborative relationships in all levels of the charity.
- Must be flexible to the needs of the post as this will require working outside of normal working hours.

**Other:**

- Computer skills – must be experienced in the use of Microsoft Outlook, Word, Publisher, Excel and Databases.

**Desirable**

- Experience of working in a medical research charity with the ability to understand scientific reports.
- Technical or science background to understand complex science and translate into simple lay language
- Experience of setting up and managing development boards

**Personal Qualities**

- Flexible, tenacious and driven to succeed
- Enthusiastic, highly motivated and a positive attitude
- Tact, diplomacy and an ability to maintain confidentiality

**Benefits:**

- 25 days annual holiday leave  
(In addition, you will receive three non-contractual days leave due to the office closure between Christmas and New Year).
- Pension scheme with People's Pension (employee contribution 5%, employer contribution 3%).
- 24 hour confidential and free Employee Assistance Program to support you with both personal and work- related issues, and if required, confidential counselling sessions.
- Training and Development opportunities.
- Eye test and financial support with glasses if required.
- Interest free season ticket loans.
- Weekly free fruit, tea, and coffee.
- Social events for the team.

**Recruitment process:**

Thank you for your interest in this role. We would like to invite you to apply to work with us, by sending a short cover letter (no more than a page) of why you are interested in working with OCA. Along with this, please send a copy of your latest CV to [jobs@ovarian.org.uk](mailto:jobs@ovarian.org.uk). Please also take a look at our website [www.ovarian.org.uk](http://www.ovarian.org.uk) for more details about what we do.

Our deadline for the role is Friday 26<sup>th</sup> April, however we may contact you sooner to discuss the role if you meet the requirements, so please send your application in beforehand. If we find a suitable candidate to carry out the role, we reserve the right to end the recruitment process earlier than Friday 26<sup>th</sup> April. We will aim to respond to each applicant, however if you do not hear from us within 10 working days of the deadline, we will not be considering you for this role, however we encourage you to keep updated with our vacancies on our website, or through our various social media activities..

If you have any questions regarding this role, please email [jobs@ovarian.org.uk](mailto:jobs@ovarian.org.uk), quoting the job title in the email heading.