##

## ROLE PROFILE

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| **Job title** | Major Donor Development Manager  | **Salary:** | Negotiable  |
| **Reporting to:** | Chief Executive  | **Holidays:** | 33 days including bank holidays (pro rata)  |
| **Location:** | Inspire Youth Zone, Chapel Street, Chorley PR7 1BS | **Hours:** | Part-time/flexible  |
| **Key Relationships:** | Youth Zone Board Chairman and Trustees, Patrons and Supporters, Business and Community Fundraising Manager, Marketing and Digital Communications Manager |

**MAIN PURPOSE**

* As an experienced and results driven fundraiser you will be responsible for securing Founder Patrons and Major Donors in support of Inspire Youth Zone
* Creating strategic donor development plans for individual donors and corporate partners to maximise retention and increase level of support

**Duties and Responsibilities - General**

* Be a role model for young people and present a positive “can do” attitude
* Take personal responsibility for own actions
* Commit to a culture of continuous improvement
* Work within the performance framework of Inspire Youth Zone and OnSide
* Represent Inspire Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
* Comply with all policies and procedures, with particular reference to safeguarding, codes of conduct health and safety and equality and diversity to ensure all activities are accessible
* Represent Inspire Youth Zone positively and effectively in all dealings with internal colleagues, and external partners
* To be alert to issues of safeguarding and child protection, ensuring the welfare and safety of Youth Zone members is promoted and safeguarded, and to report any child protection concerns to the designated Child Protection Officers using the safeguarding policies, procedures and practice (training to be provided)
* To assist with any promotional activities and visits that take place at the Youth Zone

**Duties and Responsibilities – Detailed**

* Work with the Chief Executive, Inspire Board, existing patrons and the Business and Community Fundraising Manager to identify and secure Inspire ‘Founder’ and ‘Premier’ Patrons and Inspire Patrons
* Build on the existing prospect list to develop a strong pipeline of potential patrons/supporters, providing excellent research on potential supporters to further the Major Donor Income Strategy/target
* Secure a minimum of 6 Founder/Premier level Patrons and a minimum of 10 Patrons per year
* Create strategic donor development plans and stewardship plans for individual donors and corporate partners to maximise retention and increase level of support
* Work with the Business and Community Development Manager to record donor information and refer potential Inspire ‘Supporters’, for stewardship and development
* Work with the CE to steward existing donors and corporate partners and develop new partnerships
* Produce high quality written proposals and make verbal presentations/face to face asks tailored specifically to meet a donor’s personal interests.
* Ensure adherence to relevant charity legislation and the Institute of Fundraising’s Codes of Fundraising Practice.
* Carry out other reasonable duties as requested by the Chief Executive

The job holder will be required to adhere to the Youth Zone’s policies at all times, with particular emphasis on Equal Opportunities and Safeguarding. Attendance at events and conferences will sometimes be required.

**PERSON SPECIFICATION**

Good candidates for this role will be high achievers, with the following skills, knowledge, experience and personality.

**Skills**

* Strategic approach to private sector fundraising
* Outstanding influencing and client facing skills with an ability to communicate with the most senior managers and decision makers
* Proven proposal writing, pitching, presenting and negotiation skills, combined with the ability to build and maintain relationships with prospective donors
* Strong interpersonal and networking skills
* Ability to make face to face approaches for funding
* Ability to convey the Youth Zone’s work with confidence, credibility and passion
* Strong organisational skills, with a structured and methodical approach to work and a clear focus on results
* Ability to work to multiple deadlines
* Able to think conceptually and creatively to develop profitable fundraising products and proposals for supporters
* IT literate and confident user of databases

**Knowledge and experience**

* Understanding and experience of the principles and practice of corporate and/or major donor fundraising
* A track record in securing significant funds and meeting challenging financial targets
* Experience/understanding of account management and key donor relationship management
* Understanding of issues affecting young people and disadvantaged communities would be desirable
* A professional fundraising qualification is desirable
* A full drivers licence

**Behavioural qualities**

* Strategic and creative
* Results-driven, determined and resilient
* Tenacious and confident
* Ability to build positive personal and organisational relationships
* Able to negotiate and balance competing priorities with consideration to ethical implications
* Commitment to the Youth Zone’s mission
* A willingness to work unsociable hours when required and to travel to events both in the region and beyond

 **Inspire Youth Zone is committed to the safeguarding of young people. This post is subject to an enhanced DBS check.**