**Corporate & Major Donor Fundraiser**

Full time 37.5 hrs per week

Location: Minstead, Nr Lyndhurst

Salary: From £25,750 Per Annum

**Are you looking for your next step in major donor or corporate fundraising?**

**Look no further.**

An enthusiastic people person is required to join the team.

**Great staff benefits:-**

Health Care Scheme

Bike2work Scheme,

Brand Staff Benefits Discount Scheme

Pension Scheme

Subsidised Meals at Work

Staff Training Programme

25 days Annual Leave plus Bank Holiday Entitlement

If you enjoy making connections and can see potential and enjoy shaping the development of income streams this post is for you.

Enjoy a rich stream of case studies from the inspiring achievements of our service users who attend our Minstead Lodge, Furzey Gardens Portsmouth sites.

Benefit from the strong team spirit and ethos of this growing charity that has big plans and great ideas to grow its connections and supporter base.

Office based/home working negotiable.

Due to the nature of this employment sector, your application is subject to a successful **Disclosure & Barring Service Check (DBS, formerly CRB)**

**Closing Date: 12/04/2021**

**About the Service**

Minstead Trust offers a range of Supported Living, Residential Care, Day Opportunities, Community Programmes and Social Enterprises to adults with learning disabilities in the New Forest and Portsmouth, with the aim to assist individuals in achieving greater independence, fulfilled lives and living as full citizens in society.

**Role Purpose**

To generate income and gifts in kind through relationship building, especially focussed on high net worth individuals and companies.

The role requires you to identify potential sources of income, create, build and manage relationships, match potential donors appropriately with charity programmes of interest, create opportunities for potential donors to get to know the Trust and ask for donations/sponsorship or support peer asks.

In addition, the role will require use of our CRM system Salesforce to manage donor relationships.

**Responsibilities**

1. To identify and research potential donors/corporate partners to qualify their interest and capacity to support Minstead Trust.

2. Assign individual goals and create and implement a relationship plan for each individual/company, focused on their own interests.

3. Create and use compelling methods of communication including written and verbal presentations: building positive relationships with influential people and negotiating effectively to achieve positive outcomes.

4. Manage and develop the Minstead Trust Business Club to support relationship building, networking and practical/financial support opportunities.

5. Organise major donor/corporate supporter events at Minstead Trust venues, other locations or online.

6. To manage networking opportunities, involving other staff members and trustees where appropriate, to maximise opportunities for Minstead Trust to be represented.

7. To manage ongoing supporter relationships, either directly or through identified members of staff and ambassadors, to maximise opportunities to build closer relationships within the Trust.

8. To record and manage information through our crm system Salesforce Compliance

9. To ensure data used in relevant systems is current, accurate and reliable and to comply with GDPR and Minstead Trust’s data protection policy and procedures.

10. To work within the Fundraising Code of Practice and comply with the Fundraising Regulator.

Liaison with other Teams

11. To actively participate in regular department and team meetings, contributing to strategy, discussions and decisions which will be beneficial to Minstead Trust’s activities

12. To work with service delivery staff and people we support to create and present compelling reasons to support the Trust.

13. To work effectively with the fundraising and marketing and communications teams to maximise income

14. To liaise with the finance department in monitoring of income.

15. To provide monthly reports to the Director of Development

16. Ensure that conduct within and outside the organisation does not conflict with the professional expectations of the Trust.

17. Any other tasks which might be required from time to time.

**Person Specification**

**Professional**

Experience of building and managing effective fundraising relationships with high level individuals and/or organisations and securing major gifts, preferably through face to face interactions.

Sufficient knowledge of philanthropic motivations and current trends in major giving across the UK to be able to identify and exploit new opportunities.

Excellent written and verbal (phone and face-to-face) communication skills sufficient to deliver effective fundraising pitches, ideas and project updates to a range of audiences in a clear, inspiring and confident way.

Ability to think creatively to respond to donor interests within the planned Trust programmes.

Strong planning skills to set goals and plan approaches and actions

Highly developed ability to negotiate successfully with colleagues at all levels and with external stakeholders to achieve desired outcomes

Team player, with proven ability to create contact maps between corporate staff/hnwi and relevant Trust staff and ambassadors, with ability to encourage and manage ongoing relationships through them.

Proven ability of demonstrating initiative and creativity to achieve desired outcomes

An enthusiastic, self-motivated individual with the ability to organise and plan own work

Ability to manage multiple projects, identifying conflicting demands and establishing clear priorities in order to meet agreed objectives and income

Proficiency in using Salesforce or a comparable fundraising CRM package and Windows based software packages including word processing, spreads

Commitment to undertake further job related training to stay abreast of sector trends and best practice.

**Miscellaneous**

Full Current Driving Licence

IT Literate- Ability to use Microsoft Word, Excel and Outlook, Powerpoint, Zoom