#### major gifts MANAGER

Reporting to Head of Major Gifts & Events

Salary: £37,000 – £42,000

**Context**

This role is responsible for the coordination and delivery of Outward Bound’s major giving programme, raising £1.4 million per year. This is made up of campaigns and appeals throughout the year, bespoke propositions and asks and other more innovative opportunities for uplift. The Major Gifts Manager will lead on relationships, and work with senior colleagues - such as the Director of Fundraising and CEO - on others. They will be responsible for creating and coordinating stewardship.

The role sits within the Major Gifts & Events team, working alongside Events colleagues to plan events that will meet our Major Gift objectives.

Outward Bound has a bold, fun approach to fundraising. We put on brilliant events which constantly wow our donors. We create opportunities for them to see, feel and experience our work – and to give. We move fast to get a lot done.

The Major Gifts & Events team makes up part of the wider Fundraising and Marketing directorate, which consists of Marketing, Corporate, Trusts and Foundations and New Business teams.

Outward Bound recently launched a new strategy, [The Next Horizon](https://www.outwardbound.org.uk/the-next-horizon), laying out plans for growth over the next 6 years. The fundraising team will be tasked with providing the income to allow for this growth, which is estimated at £45m over the next 5 years. This role will be key to contributing to this growth.

**The job (in a nutshell)**

* To manage and coordinate the Major Donor programme at Outward Bound, ensuring all Major Donors have appropriate engagement through OBT’s face to face programme of stewardship and solicitation
* To account manage a portfolio of Major Donors, building strong relationships, procuring donations and uplifting donation levels.
* To work with marketing colleagues to design and deliver a regular communications plan for Major Donors
* To design compelling propositions for Major Donors including proposals for Capital projects
* To work closely with colleagues, members of the Trust’s Senior Management Team and Board to ensure the right people engage with donors
* To use the Dynamics CRM system to keep all records up to date, and drive Major Donor fundraising performance
* To work closely with colleagues in the Development team to ensure seamless handover of new donors

**Skills and Experience**

* Minimum 2 years experience of working in Major Gifts and managing Major Gift solicitation and stewardship programmes
* Excellent verbal and written communication skills
* Attention to detail
* Confident relationship building skills and a strong sense of customer service
* Strong data management skills
* An ability to create compelling pitch decks and proposals to uplift current supporters

This role will require travel and overnight stays.

**Benefits**

* Annual Leave of 24 days, plus bank holidays. Annual leave increases by 1 day per year to a maximum of 30 days, plus bank holidays.
* Life Assurance: 3 x salary, covered from start date; includes Employee Assistance Helpline.
* Long-term Disability Insurance: 2/3 salary less state incapacity benefit after 6 months’ absence for up to 5 years, covered from start date
* Employee assistance programme: with easy access to medical and mental health support. Ranging from instant GPs appointments to physio or counselling services.
* Personal Accident Insurance while at work or commuting
* Health Cash Plan with Medicash: on application after completion of probation; taxable benefit
* Pension Scheme (currently Standard Life): Auto-enrolment of all staff after 3 months service
* 8 weeks’ sick pay at full salary in any 12 months
* Berghaus uniform items provided and the opportunity to purchase Berghaus products at discount
* Staff bursaries: discounted course fees for family members
* Personal Adventures – Outward Bound has a positive attitude to extended/unpaid leave (forward planning is required)

**Hours of work**

You’ll work an average of 37.5 hours per week. We operate a hybrid working policy of 60% office time.

**Probation period**

There is a 3-month probationary period from the employee’s start date.

**How to apply**

To apply for this job please send a covering letter of no more than 2 sides of A4, explaining your fit to the job description and the person specification, together with an up-to-date CV to esther.gillham@outwardbound.org.uk by 9am on Monday 11 November.

#### **Interviews will be held on Tuesday 19th November.**