

PLAN INTERNATIONAL UK JOB PROFILE

Job Title	Major Donor Officer
Directorate	Fundraising
Unit	Major Partnerships Unit
Grade	4
Salary	£36,289 per annum
Hours	Full-time (34.5 hours per week). Would consider 4 days per week (with salary pro-rated accordingly)
Contract type	Permanent
Location	We have moved to a hybrid working model, where staff split their time between working at home and in the office in Old Street, London.
Reporting to	Major Donor Manager

Overview

Plan International strive to advance children's rights and equality for girls all over the world.

Working together with children, young people, our supporters and partners, we're tackling the root causes of gender inequality and child poverty. We've been building powerful partnerships for over 80 years, and we're now active in more than 70 countries.

The Major Partnerships Unit seeks to create transformative change by bringing together key players to deliver income, increase influence and impact, and raise the profile of Plan International UK. The unit works across trusts, major donors and corporates and has seen remarkable growth in recent years.

The funds raised by the Unit support Plan International's work with children and their communities to help realise children's rights. We fund a wide range of programmes, including education, child protection, sexual and reproductive health and rights (SRHR), youth economic empowerment and disaster relief.

The Major Donor Officer role sits in the Philanthropic Partnerships team, which is responsible for all major donor, trust and foundation relationships and income (£10k - £1m plus). It is a high-growth, exciting and innovative team, having increased annual revenue from £1.5m in 2012 to over £3m in 2020.

We foster an open and energising work environment, encouraging cooperation and collaboration across the organisation.

Job Purpose

- Contribute to sustaining and increasing income from individuals by working to a six figure income target
- Independently manage a portfolio of existing donors delivering excellent account management and stewardship
- Work with the Prospect Researcher to identify, research and engage new prospects

- Deliver in person and/or virtual cultivation and stewardship events

Key Deliverables	Key Activities
<p>Portfolio relationship management: Sustaining and increasing income from individuals</p>	<p>Develop and independently manage a portfolio of mid-high value current and prospective Major Donors and identify, research and initiate new donor relationships with support from the Major Donor Manager by:</p> <ul style="list-style-type: none"> • Providing first class account management for existing major donor relationships and through effect stewardship, upgrading donors where appropriate • Following through leads and delivering persuasive and professional face-to-face/ virtual meetings with existing donors • Be responsible for meeting own financial targets as well as directly contributing to meeting annual income targets for the team • Organising and supporting in-person/virtual events, in particular high profile major donor prospecting events, oversee associated expenditure budgets • Represent Plan International UK on a regular basis, dealing with queries and meetings independently, often of a confidential nature, to enhance donor satisfaction and confidence in Plan's work • Organise overseas project visits (where possible) for donors and prospects, in some cases accompanying them in order to ensure a high level of donor care and development • Document potential and existing donor information, updating the existing systems and CARE database • Develop knowledge and understanding and keep abreast of developments within Plan and the development sector in order to communicate and negotiate effectively with stakeholders.
<p>New revenue generation: Ability to secure new gifts from prospects</p>	<ul style="list-style-type: none"> • Develop new donor relationships by working with the Prospect Researcher to research potential prospects and then designing and implementing cultivation plans to drive new business • Following through leads and delivering persuasive and professional face-to-face/ virtual meetings with potential donors
<p>Stakeholder management</p>	<ul style="list-style-type: none"> • Work with Major Partnerships Programme Team to source projects available for funding and ensuring proposals and reports are compelling, submitted on time and are appropriate for the gift level • Establish and develop solid partnerships with colleagues across the Plan network in order to facilitate donor relationships
<p>Other Duties</p>	<ul style="list-style-type: none"> • Create efficiencies within the Major Donor programme by prioritising donations for Plan's flagship and strategic priority projects • Maintain accurate records on the database system (CARE) • Attend regular team meetings, department meetings, interdepartmental meetings and contribute to the overall smooth operation of the department • Provide administrative support to the Major Donor team where required

	<ul style="list-style-type: none"> • Keep up to date with the major issues pertaining to children, child rights and development, as well as the donor environment and developments with Plan International • Supervise and support volunteers as and when necessary • Undertake other tasks and projects as requested by the Major Donor Manager or Philanthropic Partnerships Team Manager
--	--

General	<ul style="list-style-type: none"> • Ensure that all activities undertaken on behalf of Plan International UK, externally or internally, are in line with the overall aims and values of the organisation and with policies and procedures. • Participate in training and other activities as requested
----------------	---

Awareness and Representation	<ul style="list-style-type: none"> • Commitment to Plan International UK's position on promoting girls' rights and gender equality, diversity and inclusion and antiracism and integrating this into all aspects of work.
-------------------------------------	--

Level of Safeguarding Responsibility	<p>Standard – No direct contact with children, young people or programme participants day-to-day.</p> <ol style="list-style-type: none"> 1. Act as a role model representing Plan International's commitment to non-discrimination and safeguarding 2. Report safeguarding concerns in a timely manner and co-operate in investigations as appropriate 3. Understand the relevance of safeguarding to your role and make sure you mainstream safeguarding in your work in order to fulfil Plan's duty of care
---	--

Level of Budgetary Responsibility	Post has no budgetary responsibility, but will monitor event and stewardship budgets.
--	---

This is not intended to be an exhaustive list. Your job description may be subject to change.

Date Created	February 2022
---------------------	---------------

PLAN INTERNATIONAL UK PERSON SPECIFICATION

Essential Criteria

- Ability to provide a high level of relationship management to all internal and external stakeholders
- Experienced in working in a fundraising environment, managing and prioritising a portfolio of existing and prospective funders
- A proven track record in meeting, or exceeding, financial targets and soliciting gifts from existing donors and prospects
- Has strong interpersonal and communication skills, both written and verbal, to build relationships, negotiate and persuade a wide range of audiences both internally and externally
- Keeps up to date with key development and fundraising issues to be able to spot and maximise new opportunities as they may arise
-
- Can work independently and be a team player with an innate ability to network and form effective and constructive working relationships across the whole organisation and wider network within sector
- Experienced in managing and supporting events
- Able to demonstrate a commitment to [Plan International UK's values](#) and to feminist leadership principles and role model these in all aspects of your work