



Marketing - Philanthropy, Corporate and Trusts

Job Title:	Major Gift Development Manager - Scotland
Reporting to:	Regional Major Gift Team Manager
Dogs Trust Grade:	E
Location:	Home-based (Scotland)

Job Purpose

This role is responsible for major gift account management and development: recruiting new major donors (£5,000 - £100,000) to Dogs Trust and then stewarding these high-net worth individuals to continue making large gifts to the charity.

Overview of the Department/Team

Working as part of the high value donations directorate, you will be responsible for stewarding existing major donors in Scotland and recruiting new high-net worth supporters, through creative engagement techniques and the development of trusted relationships. This role sits in the Regional Major Gift team as part of the Philanthropy team.

Key areas of accountability

Prospect development and securing income for the annual philanthropy budget.

Supporting the Regional Major Gifts Team Manager in delivering the major donor elements of the fundraising strategy (gifts of between £5,000 - £100,000).

Managing a portfolio of existing major donors and prospects and ensure a first- class cultivation and stewardship journey with Dogs Trust which sets us apart from other charities in our sector.

Attending meetings with existing and new donors, developing bespoke, personalised written communications and proposals that fit with Dogs Trust's brand; preparing budgets and proposals to accompany approaches.

Working with various staff across Dogs Trust to ensure agreed promotional opportunities and monitoring and evaluation commitments are adhered to for any funding secured from major donors.

Undertaking administrative responsibilities related to new funding being secured, including liaising with Donor Administration and Finance teams to record new income, and ensuring all funding agreements are signed and returned on time.

Working with senior staff and senior volunteers at Dogs Trust to support on major donor approaches where appropriate including making introductions and providing expertise on specific Dogs Trust projects.

Person Specification

Essential skills, qualifications, experience, and attributes

A track record of relationship development and securing major gifts from individuals to meet targets.

Experience of 'making the ask' and supporting senior staff, volunteers and trustees to ask on the organisation's behalf.

Experience of writing successful, inspiring, emotive, and technically accurate proposals.

The ability to be articulate and persuasive with a range of stakeholders.

Proactive approach to account management.

The ability to develop and grow a network.

The ability to write clearly and concisely, and to tailor your style to the needs of different donors.

Desirable skills, qualifications, experience, and attributes

Great organisational skills and confidence using MS suite of programs.

Experience using and maintaining records on a database (Salesforce)

Excellent time management and attention to detail.

Additional information

Driving license required.