

**Job Title:** Major Gifts Manager  
**Date:** January 2026  
**Accountable to:** Head of Fundraising  
**Location:** Albemarle St, London / hybrid  
**Contract type:** Permanent part time (21hrs per week) - flexible working/part-time considered  
**Salary:** c. £42,000 per annum FTE (actual salary of c. £25,000 for 21 hours)

### Job purpose

To support the Head of Fundraising in our ambitious goal to raise £20million in support of the Be the Spark campaign, maximising income from individual major donors and legacy pledgers to meet personal financial targets. This role focuses on proactively finding new supporters aligned with our goals, maximising major donor engagement and income. To collaborate across the Ri and fundraising team to develop relationships, innovative and compelling proposals, delivering excellent stewardship and identifying, researching and cultivating new prospects within the major gifts pipeline. To visit major donors and prospects, curate cultivation events and advise all parties on best practice for stewarding major donors throughout their relationship with the Ri.

Main responsibilities of the role
<ul style="list-style-type: none"> <li>Owning and managing a portfolio of major donors, building strong, long-term relationships and serving as their primary point of contact.</li> </ul>
<ul style="list-style-type: none"> <li>Devising and delivering tailored stewardship journeys for each donor in the portfolio, ensuring communications, engagement, and recognition are personalised and aligned with donor motivations and giving capacity.</li> </ul>
<ul style="list-style-type: none"> <li>Securing repeat and increased support</li> </ul>
<ul style="list-style-type: none"> <li>Proactive identification and qualification of new major donor prospects, using research, networks, and events to expand the pipeline.</li> </ul>
<ul style="list-style-type: none"> <li>Proactive cultivation of potential major donors.</li> </ul>
<ul style="list-style-type: none"> <li>Identifying and researching donors and funding opportunities and building a strong pipeline for cultivation.</li> </ul>
<ul style="list-style-type: none"> <li>Providing excellent stewardship of major donors including reporting.</li> </ul>
<ul style="list-style-type: none"> <li>Advise all parties on best practice for stewarding major donors throughout their relationship with the Ri</li> </ul>
<ul style="list-style-type: none"> <li>Maintaining major donor engagement levels through regular communications and meetings.</li> </ul>
<ul style="list-style-type: none"> <li>Maintaining CRM records for major donor activity.</li> </ul>
<ul style="list-style-type: none"> <li>Developing a fledgling giving circle aligned to the Be the Spark campaign.</li> </ul>
<ul style="list-style-type: none"> <li>Monitoring and managing a budget, reporting to the board and analysing performance against agreed KPIs.</li> </ul>

<ul style="list-style-type: none"> <li>Supporting and empowering other teams at the Ri to enhance major donor relationships.</li> </ul>
<ul style="list-style-type: none"> <li>Managing small cultivation events for prospective donors.</li> </ul>
<ul style="list-style-type: none"> <li>Collaborating with the events teams to ensure that major donors receive an exceptional experience at all Ri events and activities.</li> </ul>

### General responsibilities applicable to all staff

- Understand and support the Ri strategy including the Ri vision, mission and aims
- Promote the Ri values and encourage team working and effective communication with colleagues.
- Help achieve EDIA goals across the organisation and as a manager promote diversity and inclusion at the Ri
- Act as a representative of the Ri and deal with Ri customers, stakeholders and the public in a professional manner. Create connections with other organisations to deliver exciting events and boost the profile of Ri
- Comply with Ri financial and other policies and practices as applicable including Health & Safety, Safeguarding and GDPR.
- Undertake other responsibilities as may be reasonably requested of your post.

### Person Specification

#### Skills, experience and knowledge

Essential (E) Desirable (D)

<ul style="list-style-type: none"> <li>Experience of identifying, researching and managing a portfolio of major donors or high value clients and comfortable working with donors at the highest levels.</li> </ul>	E
<ul style="list-style-type: none"> <li>Confidence in talking fluently about money in a professional environment and working with donors at the highest levels</li> </ul>	E
<ul style="list-style-type: none"> <li>Experience of building excellent relationships and networks both internally and externally</li> </ul>	E
<ul style="list-style-type: none"> <li>Experience of managing relationships with donors or high value clients</li> </ul>	E
<ul style="list-style-type: none"> <li>Demonstrable experience of maximising opportunities from researching prospects to generating meetings, and securing income</li> </ul>	E
<ul style="list-style-type: none"> <li>Excellent written and verbal communication skills</li> </ul>	E
<ul style="list-style-type: none"> <li>Substantial demonstrable experience working in a fundraising position for a charity or educational organisation.</li> </ul>	D
<ul style="list-style-type: none"> <li>Experience of organising small to medium sized events for major donors and prospects</li> </ul>	D
<ul style="list-style-type: none"> <li>Experience leading a giving club or members networking group</li> </ul>	D
<ul style="list-style-type: none"> <li>Patron/Major Donor/Legacy fundraising experience, securing 6-figure donations.</li> </ul>	D
<ul style="list-style-type: none"> <li>Strong understanding of the Ri's mission and activities</li> </ul>	D
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>Degree or equivalent relevant qualification/experience</li> </ul>	E
<ul style="list-style-type: none"> <li>Qualification in fundraising related discipline</li> </ul>	D

<b>Personal Attributes</b>	
• Able to tackle challenges constructively, and find creative ways forward	E
• Excellent interpersonal skills with the ability to influence at all levels in a complex environment.	E
• Ability to find pragmatic solutions, seek improvements, and adapt to changing situations.	E
• Ability to present information, verbally and in writing, in a clear and concise manner, with excellent attention to detail.	E
• Highly self-motivated with the ability to work collaboratively and willingness to support others where needed.	E
• Ability to multi-task and work in a fast-paced environment.	E
• An interest in science, technology, engineering and mathematics	D

**Notes:**

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.

The role will involve some evening and weekend working.