

HANDICAP INTERNATIONAL

Major Giving Officer Application pack



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Do you want to improve the lives of disabled and vulnerable people?

Handicap International UK is an award-winning international development charity that is looking for an experienced, personable, highly organised, results-driven individual to join our recently established Major Giving Team as Officer. As part of our ambitious plans in the UK, our aim is to achieve step-change in private fundraising, and raise our public profile. If you are keen to work in an international environment, love writing inspiring proposals, organising events and cultivating relationships, are happy to be hands on with multiple priorities in a small team, and have a can-do attitude, this job is for you!

Who we are

Handicap International is an independent international aid organisation working in situations of poverty and exclusion, conflict and disaster.

Working alongside people with disabilities and vulnerable populations, we take action and raise awareness in order to respond to their essential needs, improve their living conditions and promote respects for their dignity and fundamental rights.

Handicap International is co-winner of the 1997 Nobel Peace Prize for its work on the Mine Ban Treaty. We were also awarded the 2011 Hilton Humanitarian prize in recognition of our contribution to alleviating human suffering and supporting the most vulnerable people.



Our vision is of a world where all one billion people with disabilities can fully access and exercise their human rights.

Respect for the rights of people with disabilities has been at the heart of Handicap International's approach since it was founded in 1982. Thirty five years on, our organisation is still working and fighting around the world to improve the living conditions of people with disabilities and other vulnerable people and to ensure that their fundamental rights, the rights of all, are respected: the right to health, education, employment, accessibility and security.

About Handicap International UK

Handicap International UK is a member of the Handicap International Federation. Since its creation in 1999, Handicap International UK has developed its own sense of identity to suit the UK market within the wider framework of Handicap International.

Handicap International has an ambitious delivery plan in the UK, as part of our 2016-25 strategy.

Equal opportunities policy

Handicap International UK (HI UK) values diversity and welcomes applications from all sections of the community. We particularly encourage applications from people with disabilities.



Employee Benefits

- ❖ All full-time employees are entitled to 28 days holiday per year in addition to UK public holidays.
- ❖ Training and development opportunities are open to all staff, and will be provided in order to support them to fulfil their roles.
- ❖ HI UK also supports employees in their desire to further their qualifications and careers, and will support them by offering opportunities to undertake studying for relevant qualifications and paying for relevant professional membership fees.
- ❖ Salaries are regularly reviewed to attract, develop, motivate and retain the appropriate calibre of employees.
- ❖ We offer family-friendly benefits for staff members with a young family to look after – flexible working, homeworking, a maternity/paternity/adoption and parental leave policy.
- ❖ We offer a competitive workplace pension scheme, matching contributions up to 6% of gross salary.
- ❖ Handicap International UK is positive about employing disabled people and is proud to be accredited as a Disability Confident Employer.
- ❖ We also offer a Worklife Support Employee Assistance Programme for free and confidential information, support and counselling.
- ❖ Our office is conveniently located in SE1 with great transport links to Waterloo, Blackfriars, London Bridge, and the underground.

1. **JOB TITLE** Major Giving Officer
2. **ORGANISATION** Handicap International UK (HI UK)
3. **SALARY** £30,000 - £32,000 per annum, depending on qualifications and experience
4. **DEPARTMENT** Major Giving
5. **REPORTING TO** Head of Partnerships and Philanthropy
6. **RESPONSIBLE FOR** Major Giving volunteer(s) and voluntary intern(s)
7. **KEY LINKAGES** Individual Giving and Communications team; Institutional Relations team; Finance; HI Federation Major Giving and Communications teams; Major Giving Officers in our seven other country offices in Europe and North America; overseas programmes.
8. **DURATION** Permanent, starting in September/October
9. **LOCATION** Based in London SE1, with potential for travel worldwide

10. **BACKGROUND INFORMATION AND PURPOSE OF THE POST**

Handicap International's 2016-25 global strategy translates into an ambitious delivery plan in the UK. Our aim here is to achieve step-change in private fundraising, especially Major Giving, and to significantly raise our public profile.

Building on the last two years of our programme, this role will:

- Collaborate with the Head of Partnerships and Philanthropy on the delivery and implementation of an ambitious and integrated major giving programme for HI UK, in line with UK and Federation priorities.
- Develop partnerships with, write proposals for, and secure major gifts from, a diverse and sustainable base of major donors (individuals, trusts and foundations, corporates).
- Provide excellent cultivation and stewardship of potential donors in our Prospect Pipeline, to produce committed Major Donors, over time.

11. **MAIN DUTIES AND RESPONSIBILITIES**

General

- Work closely with the Head of Partnerships and Philanthropy to develop and embed Major Giving as a successful and sustainable income stream in the UK.
- Together with the Head of Partnerships and Philanthropy, ensure the major giving programme contributes to HI UK's integrated approach, working particularly closely with individual giving, communications and institutional relations colleagues, as well as our counterparts in France and other countries, to coordinate actions and amplify impact.
- Carry out regular and accurate prospect research into each Major Giving target area to pro-actively identify opportunities.
- Attend networking groups and external events to make contacts and represent HI UK.
- Project manage and deliver high-quality fundraising and cultivation events for existing and potential major givers across all three target streams.

- Respond urgently to natural disasters and emergency situations, and contribute to HI UK annual multi-channel campaigns to maximise fundraising opportunities with asks to different major giving targets.
- Recruit and line manage Major Giving interns to support the team.
- Produce high quality brochures, leaflets, invitations and other marketing materials for Major Donors, events and corporates.
- Pro-actively implement and manage systems and processes to ensure the smooth running of the Major Giving Team; including the data, plans, timelines, project reports, case studies, finance reports etc.
- Build your knowledge of the wide range of our work – both thematically and geographically – so you can talk with expertise to donors and potential donors (through cold and warm calls, face to face, in writing).
- Carry out ethical screening of prospects where relevant.

High Net-Worth Individuals

- Work closely with the individual giving team to identify potential major donors recruited within mass marketing activities.
- In collaboration with the Head of Partnerships and Philanthropy, identify and engage with high net worth individuals, with a view to securing major gifts.
- Develop and implement personalised cultivation and stewardship plans for prospects.
- Where relevant, and using source content from the Federal fundraising team in Lyon, France, develop inspiring proposals and budgets for submission to targeted high net-worth Individuals.
- Plan, set up and manage a 'Social Committee' of well-connected individuals to organise fundraising events for HI UK.

Trusts and Foundations

- Through research and other avenues, maintain an accurate and up-to-date Trust and Foundation database.
- Identify opportunities to connect directly with targeted trusts and foundations through networks, introductions and events.
- Liaising with the Federal fundraising team in Lyon for source content, write high-quality proposals and detailed budgets for submission to targeted trusts and foundations.
- Keep an accurate and up-to-date timeline of follow ups – and obtaining source content from the Federal fundraising team, write full and timely reports for donors.
- Write and deliver regular small trust mailings to trusts capable of giving smaller sums of money.

Corporates

- Identify and research relevant corporates that share our values and have the potential to give time and/or money.
- Using source content from the Federal fundraising team, develop and prepare proposals for corporate prospects, researching and understanding the needs and knowledge of the target audience.
- Account manage corporate partnerships with both pro bono and income targets.

Other duties

- Maintain a positive and collaborative working relationship with HI UK colleagues, the Federal fundraising and communication team, and counterparts in other HI country offices in Europe and North America.

- Represent the organisation at relevant external events and meetings.
- Ensure compliance with fundraising regulations and high standards.
- Keep up to date and adhere to any changes in legislation, regulatory procedures, innovation, best practice and industry standards in relation to private fundraising.
- Any other activities commensurate with the level of the post, as may be required by the Head of Partnerships and Philanthropy.

ESSENTIAL
Excellent written communication skills with the experience of writing and editing inspiring and accurate proposals and reports independently.
Excellent verbal communication skills with the ability and confidence to engage and inspire people at all levels of seniority and all walks of life, on a one to one basis, both over the phone and face to face.
Experience of writing proposals to and winning grants from UK Trusts & Foundations.
Experience of project managing high-quality cultivation and/or fundraising events.
Experience and skills in networking and relationship building.
Excellent donor care/stewardship skills.
Ability to work in a complex, intellectually rigorous environment whilst remaining focused on delivering results.
Ability to gain results and hit target as part of a small multi-disciplinary team and on own initiative.
Excellent attention to detail.
Excellent spoken and written English (either native English or bilingual).
Excellent IT skills (Microsoft Office & Internet).
Good financial management skills.

DESIRABLE
Spoken and written French.
Knowledge of and passion for disability, humanitarian and development issues.
Experience of Major Donor and/or corporate fundraising.
Experience of prospect research.
Experience of producing high-quality brochures, leaflets, invitations and other marketing materials.
Experience working in an international multi-cultural organisation.

To apply, please send your CV and a covering letter along with the diversity monitoring form by email or post.

By email: recruitment@hi-uk.org

By post: Handicap International UK (Recruitment), 9 Rushworth Street, London SE1 0RB

Closing date: 29th August 2017

Round 1 interviews will take place the week of 4th September

For further information, please contact Handicap International UK on 0870 774 3737 or by email at recruitment@hi-uk.org.

DIVERSITY MONITORING FORM



In implementing its equal opportunities policy and its recruitment practices, Handicap International UK monitors the field of applicants to advertised posts. To do this, we collect information on the ethnicity, gender, age and disability of applicants for a post in the organisation. We also look at how effective our advertisements are, and to do this we ask you where you found out about the vacancy.

Please look at all the descriptions below and tick the boxes that most accurately describe you.

Completion of this form is voluntary – you may choose to complete all or part of it. It is separated from your application before shortlisting.

I heard about the job through:

- Press advertisement – please specify:
- Website – please specify:
- Job Centre
- Other source – please specify:

ETHNICITY

White:

- British
- Irish
- Any other white background
- Prefer not to say

Black:

- Black British
- Caribbean
- African
- Any other black background
- Prefer not to say

Asian or Asian British:

- Asian British
- Indian
- Pakistani
- Bangladeshi
- Any other Asian background
- Prefer not to say

Mixed:

- White & Black Caribbean
- White & Black African
- White & Asian
- Any other Mixed background
- Prefer not to say

