

## Job Description

**Title:** Senior Fundraising Officer (Trusts and Major Donors)

**Responsible to:** Head of Fundraising and Communications

**Department:** Fundraising and Communications

**Location:** Regular presence in Bath plus some remote working

### About Designability

Designability is an independent, national charity that enables disabled people to live with greater independence. Our expertise is in user-centred design, creating products with and for disabled people to improve and enrich their lives.

The common thread through all of our work is in the design, creation and provision of a product to increase independence for disabled people. This is not just about products people need, but products they *want* to use.

We deliver choice by involving disabled people across our organisation and throughout the design process to create innovative product solutions not available elsewhere. We create great looking, easy-to-use products that go beyond basic functionality and we partner with industry to help as many people as we can – we've transformed over 300,000 lives to date.

As a charity, our mission is get the right products into the hands of those who need them. We build prototypes and develop products in response to specific needs, in the hope that our products will inspire new markets to blossom.

### Purpose of the role

The purpose of this role is to develop and grow our income from Charitable Trust and Major Donor income streams, through the development of new and existing relationships. You will identify, research, cultivate and manage a portfolio of new Trust and Major Donor prospects, as well as supporting the excellent stewardship and cultivation of existing relationships. You will play an important role in the planning, organisation and management of donor visits and stewardship events, including completing prospect research and briefing.

This role is about showcasing Designability's innovative approach to product design to highlight the amazing impact well designed products can have for disabled people. Focusing on how the donor can truly make a difference to disabled people across the UK with their support and providing a bespoke and personalised approach to their supporter journey.

Critical to the success of the role will be the ability to identify and research opportunities, engage, communicate and build relationships to win support from new and existing donors and prospects. The role will involve close collaboration with colleagues across Designability to develop a deep understanding of our charity's work. The successful candidate will be a confident communicator at all levels, both in person and via written communications, with experience of producing compelling funding applications and engaging reports.

This is a fantastic opportunity for a fundraiser with proven experience in Trusts fundraising to join our dynamic team at an exciting time of growth across our charity, and to make a

meaningful difference through our work supporting disabled people to live with greater independence.

### **Responsibilities:**

- To deliver agreed income targets and KPIs for the role on an annual basis, reporting progress on a monthly basis.
- Build and develop strong relationships with existing donors and prospects across Trusts and Foundations and Major Donor income streams to secure charitable income for Designability – with a focus on four to six figure gifts.
- Proactively seek out and manage a portfolio of prospective new Trust and Foundation donors.
- Create and effectively manage pipeline tracking resources for Trusts and Major Donor income.
- Research, cultivate and steward relationships with new Trust and Major Donor prospects.
- Design, plan, manage and host engagement and cultivation events with donors and prospects where appropriate, working closely with teams across the organisation.
- Complete donor research and briefings to a high standard to identify and deepen relationships with prospects and donors.
- Produce compelling proposals, funding applications, reports and presentations as required to demonstrate a case for support or meet grant criteria.
- Regularly analyse the fundraising database to ensure all opportunities to engage donors and prospects are utilised and maximised.
- Ensure all records and donor information on the fundraising database are up to date, accurate and GDPR compliant.
- Use tailored and personalised methods of regular communication to build positive and long standing relationships with donors and prospects leading to significant gifts.
- Create and manage personalised stewardship plans for donors and Trusts based on their contact preferences and always delivering a high standard of support.
- Ensure donors' and prospects' expectations are being met, or where this may not be possible, carefully managed to secure long term support.
- Represent Designability at external events, presentations, meetings and funding pitches.
- Establish close working relationships with the wider fundraising team and across Designability keeping up to date with project developments and organisational changes in order to provide up to date and accurate information to donors and prospects.
- Work closely with the Marketing and Communications Officer to deliver professional and on brand communications to donors and prospects.
- Where appropriate support the wider fundraising team to achieve income targets and objectives for the Fundraising and Communications team.

### **Terms of employment**

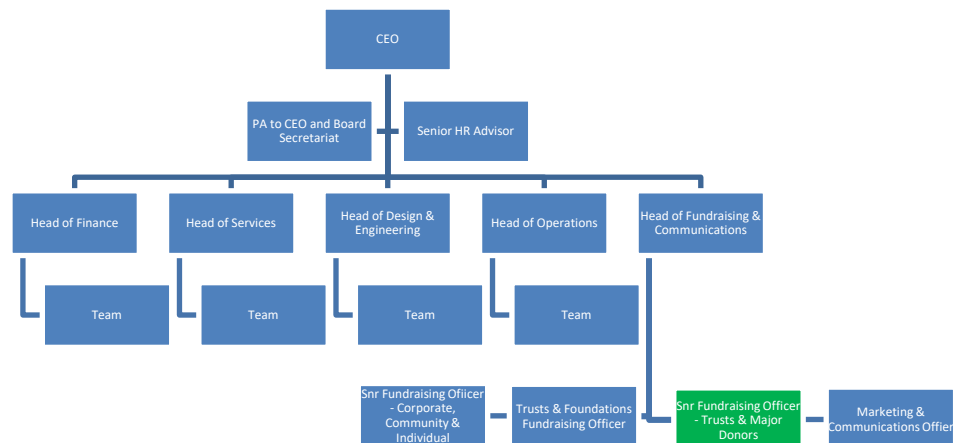
This post has a 6 month probation period. All staff within Designability are subject to a basic Disclosure and Barring Service Check before an appointment can be confirmed. If the role requires direct contact with children or vulnerable adults, then an Enhanced DBS check would be required.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	Commensurate experience in an applicable role.	Graduate in an appropriate discipline.  Professional qualification, ideally Chartered Institute of Fundraising.
<b>Experience &amp; Knowledge</b>	Proven track record in securing four to six figure gifts.	Experience in other fields of fundraising such as Legacy.
	Experience of securing income from Trusts and Foundations as well as individual Major Donors in a donor facing role.	Prior experience of team or volunteer management.
	Experienced networker able to identify new prospects and establish relationships with a focus on long term support.	Social media and communications experience.
	Knowledge of legislation and guidelines relating to good fundraising practice.	
	Confident public speaker and willing to present to a variety of different audiences as well as leading small group or one to one meetings.	
	Experience of completing prospect and donor research, and delivery of thorough and clear written and verbal briefings.	
	Experience of working with a database for both accurate data entry and analysis purposes.	
<b>Skills</b>	Very strong interpersonal skills and integrity, able to communicate well with others and quickly build credibility.	
	Excellent written and oral communication skills. Numerate and able to interpret data and trends.	
	Effective time manager.	
	Ability to show initiative in problem solving when dealing with novel or conflicting demands.	
	Full driving licence.	

<b>Attributes</b>	Multitasker accustomed to prioritising work schedules and working to tight deadlines.	
	Willing to work at all levels and adaptable to the situation or task in hand.	
	Focused with a high level of attention to detail.	
	Self-motivated and able to work well independently as well as a good team player.	
	Willing and able to take personal responsibility, and learn new skills and systems.	
	Confident in a variety of different situations and able to present a calm and level headed approach to challenges.	

## Team Structure



## Benefits that come with working for Designability

Looking after its employees is important to Designability – supporting everyone to be happy and healthy means that we live our values of being creative, practical and inclusive and in turn meet our mission to enable disabled people to live with greater independence.

To find out what benefits we currently offer to our team, please visit:

<https://designability.org.uk/benefits-that-come-with-working-for-designability/>