

**Major Donor Manager**

**Job Title:**  Major Donor Manager

**Reports to:**  Head of Corporate and Major Donor Fundraising

**Terms:** Permanent, Hybrid model (50% office attendance)

**Location:**Head Office, Camden Street, Dublin 2, Ireland

**Salary:** GB6 / €57,683 - €64,092

**Requirements:** Some travel will be required throughout Ireland, primarily in Dublin. Occasional overseas travel to Concern’s programmes may be a feature of this role.

**About Concern:** Established in 1968, Concern is a non-profit, non-governmental humanitarian organisation, dedicated to the reduction of suffering and the ultimate elimination of extreme poverty in the world’s poorest countries.

Concern’s vision, our mission and our work are all defined by one goal – ending extreme poverty, whatever it takes. Concern strives for a world free from poverty, fear and oppression.

Our culture is values driven and we believe that our people are central to all that we do and are key to delivering on our goal of Reaching the Furthest Behind First. We are committed to ensuring a workplace where everybody feels valued and are enabled to succeed in their work and contribute to delivering on our mission.

**Role Purpose:** The successful candidate will play a lead role in nourishing and growing support from major donors in the Republic of Ireland, specifically from private individuals and family foundations. The opportunity comes at an exciting time when Concern is embarking on a new organisational strategy, with a strong focus on private fundraising, including from major donors.

The post-holder will have the opportunity to develop connections with new donors, as well as deepen relationships with existing ones, through well-targeted and innovative approaches. They will develop and implement relationship plans to meet the aspirations of each donor and will have the opportunity to engage with supporters in relation to global development and humanitarian issues. The successful applicant will be part of a highly motivated fundraising team and will work with a range of stakeholders across the Concern organization.

**Responsibilities:**

* **Strategy Delivery**: devise and implement annual operational plans to support the delivery of Concern’s major donor fundraising strategy
* **Operational Delivery**: manage and grow fundraising income from new and existing private individuals and family foundations in Ireland, employing an array of donor propositions, including project sponsorship, appeal campaigns, events, and tailored donor propositions.
* **Team Leadership**: provide leadership to a small major donor team (one direct report) and other stakeholders to deliver major donor fundraising objectives
* **Securing New Major Donors**: employ tools and processes to effectively identify and convert new major donor leads and prospects.
* **Collaboration:** work closely with internal stakeholders (such as other fundraising teams, and the Communications and Programme teams) to grow overall fundraising income for Concern.
* **Internal Stakeholder Management**: liaise with internal stakeholders to identify areas of Concern programmes in need of donor support, and to secure major donor support for these areas.
* **External Stakeholder Management**: manage external suppliers and other external stakeholders relating to major donor fundraising.
* **Financial and Key Performance Indicator (KPI) Management**: support the preparation of, and reporting against, major donor income and expenditure budgets and KPI’s, and lead on the delivery of these.
* **Systems:** optimize use of the Donor and Grant Management systems to capture donor and grant information, and to generate donor insights.
* **Policies and Procedures:** Concern policies and procedures as they relate to the role of major donor fundraising. All managers are responsible for upholding and promoting Concern’s values, demonstrating leadership on workplace equality, diversity and inclusion, and role modelling a positive safeguarding ethos.

**Role Holder Requirements:**

* Good relationship development and management skills
* Strategic and tactical - balances the need for short/medium-term results with long-term sustainability
* Good written and verbal communication skills - able to effectively communicate with senior stakeholders and supporters
* Experienced in multi-project management
* Experienced in fundraising budgeting
* Strong time management and administration skills
* Ability to work on your own initiative as well as part of a team
* Willingness to travel overseas if needed
* Experienced in all Microsoft packages and the use of Donor Relationship Management systems
* A number of years working in a fundraising or similar environment
* Third level degree
* Comfortable working to fundraising targets
* A keen interest in overseas development
* Understanding of GDPR legislation and best practice as it applies to major donor fundraising

**To apply:** Please make sure you include your Cover Letter and CV. All applications should be submitted through our website at [https://jobs.concern.net](https://jobs.concern.net/) by the closing date.

Due to the urgency of this position, applications will be shortlisted on a regular basis, and we may offer posts before the closing date.

The closing date is subject to change, due to role demands/requirements.

If you have any concerns about our recruitment process and need particular assistance - for example if you have a visual impairment or are neurodivergent - please let us know and we will do our best to accommodate you.

We encourage all eligible candidates, irrespective of gender, ethnicity or origin, disability, political beliefs, religious beliefs, sexual orientation, or socio-economic status to apply to become a part of the organisation. Concern is against all forms of discrimination and unequal power relations and is committed to promoting equality.

If this role sounds right for you, please apply with your CV and cover letter. We will respond to every applicant. Please be aware we may offer positions before the closing date.

If you have any concerns about our recruitment process and need particular assistance - for example if you have a disability e.g. a hearing impairment - please let us know and we will do our best to respond to your needs.

**Important information:**

Concern has an organisational **Code of Conduct** with three Associated Policies: The **Programme Participant Protection Policy, the Child Safeguarding Policy, and the Anti-Trafficking in Persons Policy** accessible [here](https://www.concern.net/accountability/codes-and-policies/safeguarding). These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants, visitors to the programme and partner organisations, and the standards of behaviour expected of them. In this context, staff have a responsibility to the organisation to strive for, and maintain, the highest standards in their work, in accordance with Concern’s core values and mission. Any candidate offered a job with Concern Worldwide will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, candidates acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies. Additionally, Concern is committed to the safeguarding and protection of adults and children in our work. We will do everything possible to ensure that only those who are suitable to work or volunteer with adults and children are recruited by us for such roles. Consequently, working or volunteering with Concern may be subject to a range of vetting checks, including criminal background checking.

During this job application, you will provide Concern with your **personal data**. Concern takes its responsibilities towards this personal data very seriously and is committed to complying with all relevant data protection legislation.