

**MAJOR DONOR FUNDRAISER  
LDHQ, Westminster SW1P**

**Salary £28,000-£32,000 pa  
& employer's pension contribution**

**JOB SPECIFICATION**

<b>Job Title:</b>	Major Donor Fundraiser
<b>Responsible to:</b>	Head of Fundraising
<b>Salary:</b>	£28-32,000 per annum
<b>Benefit:</b>	8% Employer's Pension Contribution
<b>Tenure:</b>	Permanent
<b>Hours:</b>	Full time 40 hours per week
<b>Location:</b>	Lib Dems Headquarters, Westminster, London SW1P

**Purpose of job**

Manage major donor relationships and events and serve as key member of the Liberal Democrats Fundraising Team

**Background**

This is an exciting time to join the Liberal Democrats and to be working in British politics. The Lib Dems are providing the only effective opposition to the Conservative Brexit Government, and the Party is growing across multiple channels. Membership is at its highest level this century (84,000); we have gained more Council seats in local by-elections than all other political parties combined since the EU referendum; and in December 2016 we won a new parliamentary seat in Richmond Park, overturning the incumbent's majority of 23,000.

Our fundraising efforts are also enjoying increased success – for the first time in our history, we raised more money than the Labour Party in the last quarter of 2016 – and you would be joining a growing and dynamic fundraising team that is focused on mobilising support from major donors to enable further growth across the Party and to help fund elections this year and beyond. We have ambitious targets to reach in the

years ahead to the 2020 General Election and we are looking for a highly organised, motivated, and entrepreneurial team member with strong fundraising skills and an interest in politics.

### **Key Responsibilities**

1. Cultivate and engage major donors through communications, events and individual relationship-building;
2. Identify, research and make contact with new prospects, securing individual meetings or their attendance at donor events;
3. Plan and execute a strategic programme of donor events throughout the year;
4. Work with fundraising board members and other senior figures within the Party to identify and engage donors;
5. Draft donor communications, proposals and research briefs;
6. Solicit donations from donors and prospects.

### **PERSON SPECIFICATION**

We are looking for an entrepreneurial, motivated and highly organised individual who will thrive in an externally-facing role and a fast-paced work environment.

### **Essential Skills and Experience**

1. At least 3 years of experience in major donor fundraising or similar field;
2. Confident communicator who is able to approach donors and prospects to engage with them on supporting the Liberal Democrats;
3. A proven ability to secure new donations from cold contacts
4. Self-starter with strong organisational and project management skills;
5. Excellent writing skills and experience in developing compelling materials and communications for donors;
6. Flexibility to work some evenings throughout the year and to travel outside of London for our party conferences;
7. Sympathy with the aims and values of the Liberal Democrats.

### **Desirable Skills and Experience**

1. Experience with donor research and drafting briefing documents;
2. Knowledge of Raiser's Edge database
3. Experience of engaging board members and staff in fundraising efforts and coaching them in best practices.