



**SENIOR DEVELOPMENT OFFICER  
LDHQ, Westminster SW1P**

**Salary: £32,000 - £37,000 p.a.  
& employer's pension contribution**

**JOB SPECIFICATION**

**Job Title:** Senior Development Officer

**Responsible to:** Head of Fundraising

**Salary:** £32,000 - £37,000 per annum

**Tenure:** Permanent

**Hours:** Full time 37.5 hours per week

**Location:** Lib Dems Headquarters, Westminster, London SW1P

**Purpose of job**

To manage major donor fundraising, communications & events and serve as a key member of the Liberal Democrats Fundraising Team with responsibility for managing our Liberty Network.

**Background**

You will be joining an experienced fundraising team that is focused on mobilising support from major donors for the general election and, afterwards, to enable further growth across the Party. We have ambitious targets to reach, and the political momentum is with us. We are looking for a highly organised, motivated, and entrepreneurial team member with strong fundraising skills and an interest in politics.

### **Key Responsibilities**

1. Plan and oversee an engaging programme of donor events throughout the year, with the administrative support of our team assistant and event volunteers;
2. Manage relationships with donors in our Liberty Network, ensuring they renew their membership fees each year.
3. Cultivate, engage and solicit 4 and 5-figure gifts from major donors;
4. Identify, research and make contact with new prospects, securing individual meetings or their attendance at donor events, and then converting them into donors;
5. Draft donor communications, proposals and prospect research briefs;
6. Undertake prospect research and due diligence into potential donors to ensure they are appropriate and eligible supporters.

### **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, engage them effectively and make a direct ask;
3. Self-starter with strong organisational and time management skills;
4. Excellent writing skills and experience in drafting materials and communications for donors;
5. Flexibility to work some evenings throughout the year and to travel outside of London for our party conferences;
6. Sympathy with the aims and values of the Liberal Democrats.
7. Research experience.

### **Desirable Skills and Experience**

1. Experience of managing staff and working with volunteers and board members;
2. Knowledge of Raiser's Edge database;

3. Knowledge of legacy fundraising.

## **APPLICATION PROCEDURE**

Please apply online on our website by attaching: -

- 1) A copy of your CV; including complete work history
- 2) A Covering Letter; no more than 2 pages of A4 in length, indicating clearly how your experience and skills meet the criteria stated in the job and person specification. Please also write your name on top of your supporting statement.

**Please note:** We will not be able to employ you if you are not eligible to work in the UK. We will not be able to obtain a work permit on your behalf.

**The Liberal Democrats are equal opportunity employers and particularly welcome applications from groups who are currently under-represented in our staff.**