

Job Description

Job Title	Major Donors Fundraising Manager
Reporting To	Head of Individual Fundraising
Direct Reports	-
Job Purpose	Manage & deliver a Major Donors Fundraising programme, plan and budget to attract potential and existing donors to support ActionAid Hellas
Key External Contacts	Individual Major Donors
Type of Contract	Open – ended contact

Key Accountabilities	Key Elements
Manage & deliver a Major Donors Fundraising programme, plan and budget to attract potential and existing donors to support ActionAid Hellas	<p>Manage & deliver a Major Donors Fundraising programme, plan and budget to attract potential and existing donors to support ActionAid Hellas</p> <ul style="list-style-type: none"> • Deliver the fundraising programme plan for major donors in Greece & Cyprus (high net worth individuals) • Cultivate and manage a portfolio of major donors and acquire major gifts to achieve agreed income targets • Track and record activities associated with the identification, qualification, cultivation, solicitation and stewardship of potential and existing major donors • Manage and constantly map potential donors in Greece, Cyprus and abroad (Greek diaspora) • Undertake intelligent donor profiling and screening to build approaching strategies • Ensure the timely submission and development of high quality proposals to donors and monitor their progress to secure major gifts • Ensure and enhance ActionAid’s reputation and credibility with donors through the implementation of best practices in major gifts management for all donors and projects • Manage relationship building with existing and potential donors and steward donors to build long-term relationships, secure renewal of major gifts and partnerships • Work effectively in cross functional projects, i.e. with Development Education, Community Centre to identify fundraising needs and develop fundraising proposals, with the support of cross-functional teams • Monitor KPI’s indicators i.e. income targets and new partnerships, in line with ActionAid’s monitoring and evaluation standards • Act as ActionAid Ambassador and represent ActionAid Hellas (AAH), when required • Proactively provide alternate course of action and contingency plans if necessary
Contribute actively as an integrated working member of a team and work effectively in internal and international cross-directorate teams as appropriate	<p>Meet regularly with the Line Manager to review progress, update on plans and critically escalate issues for resolution</p> <p>Review Major Donor Fundraising approach, strategy, plans and methods when appropriate</p> <p>Ensure that the implementation of activities is absolutely aligned with ActionAid’s accountability principles</p> <p>Contribute in developing a departmental strategic plan and budget</p> <p>Monitor allocated budget activities and expenditure and adapt as necessary through the year, if required</p> <p>Work effectively in cross functional projects to identify and implement</p>

	<p>milestone actions where necessary</p> <p>Support other organization's priority activities, when necessary</p> <p>Work effectively with other departments / directorates, manage issues with clarity and ensure effective information flow and team working</p> <p>Work effectively with relevant international teams to maximise the benefits of international collaboration & shared learning</p>
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Knowledge, skills & experience

- Academic degree in Business Administration, Marketing, Public Relations and Communications or other related field
- At least five (5) years of working experience in senior positions in the Fundraising Sector
- Demonstrated experience in designing and implementing donor cultivation plans, as well as developing relationships with Major Donors and high net-worth individuals
- Proven track record of successfully developed funding proposals to a variety of national and international donors
- Strong project management skills and ability to work effectively in teams, coordinating tasks with colleagues, under strict deadlines
- Exceptional interpersonal/ communication and negotiation skills, problem-solving literacy
- Ability to interact with confidence with Major Donors and high net-worth individuals
- Experience in analysing, budgeting and monitoring KPI's and income targets
- Excellent use (both oral & written) of the Greek and the English language
- Excellent use of the MS Office (SharePoint, PPT, Word, Excel)
- Very good understanding of human rights, global poverty & development issues
- Availability to travel domestic and abroad