

# Application Pack for Individual Giving Manager

Thank you for your interest in the Individual Giving Manager position at Global Witness. This Application Pack contains:

* Information about Global Witness
* Information about Fundraising at Global Witness
* Job description and person specification
* Abbreviated terms and conditions

To apply, please send a **maximum two page** **covering letter** together with a **maximum three-page CV**. Your covering letter should demonstrate your suitability for this position. Applicants applying for this position must have the right to work in the UK.

**The covering letter and CV should be emailed to** **recruitmentfundraising@globalwitness.org** **by the closing date of 24 October 2014 at 10:00am. Please state “Individual Giving Manager” in the subject line.**

Please note that we will only contact short-listed candidates, and feedback will only be offered to those candidates who attend an interview.

Global Witness is a not-for-profit campaigning organisation, which investigates and exposes links between the exploitation of certain natural resources (timber, oil, diamonds – or ‘conflict resources’) and human rights abuses, armed conflict and corruption. Our website [www.globalwitness.org](http://www.globalwitness.org) contains more information about our work.

Global Witness’ major funder, the Open Society Foundations, has pledged a grant of approximately £4.5m over five years specifically to help Global Witness develop over the next decade, but only if we match it by raising twice that amount. This is the Challenge, thus we are required to raise £9m in matching funds to reach the overall target of £13.5m by the end of 2016. This is the first opportunity in our history we have had to really invest in the organisation, to consolidate our strengths and our gains and to ensure that we have the best people, the best ideas, the best training and the best equipment to enable us to address the increasingly critical issues we face. It is probably the best opportunity we will ever have to diversify our funding and realise the full potential of the organisation.

 **Job Description**

**Role:** Individual Giving Manager

**Reporting to:** Director of Development

**Team:** Fundraising

**Purpose of the post**

To manage all aspects of the individual major giving programme at Global Witness to meet the objectives of the Open Society Foundations Challenge Fund and to support the Director of Development in asking major donors for gifts.

Duties will include: stewardship of individual major donors, prospect identification and research, ethical screening, advising on cultivation, fundraising, and stewardship events, organising and facilitating meetings with major donors, and contributing to the development of individual giving at Global Witness.

The Challenge Fund requires Global Witness to raise £9m by the end of 2016 to secure £4.5m in matching funding from the OSF. More than half of the target has already been raised. Global Witness won the TED Prize and a Skoll Award for Social Entrepreneurship this year so this is an exciting time to be joining us as we continue to make a major impact across the world through our pioneering investigations and campaigns.

**Main duties**

**Prospect Identification, Screening, and Research**

1. To identify individual major donor ‘targets’ by carrying out high quality research using publicly available sources, databases, search tools (e.g. Lexis Nexis), information from staff, supporters and contacts, and any other sources as appropriate, and by keeping abreast of news and current affairs.

2. To ensure that all major donor ‘targets’ are ethically screened according to the Ethical Fundraising Policy and to prepare information for approval by senior management.

3. To review and update information on existing prospects and to keep Salesforce database records up to date.

4. To regularly review and update the prospect pool with the Director of Development and to track progress along the prospect ‘pipeline’ using Salesforce as far as possible.

5. To draft detailed prospect profiles including recommendations on prospects’ ability and propensity to give and to rate prospects according to estimated wealth and giving capacity and keep them updated by e.g. monitoring Google Alerts on key individuals.

6. To prepare biographies for events being attended by GW Directors and staff at which potential individual major donor prospects might be present, highlighting any potential ethical issues.

7. To manage individual major donor research resources, including identifying and evaluating potential new resources, undertaking training in their use and training colleagues as necessary.

8. To keep up-to-date with new and existing wealth information sources, research and fundraising techniques, including monitoring general trends and developments in the philanthropic sector relevant to major donors and prospect research, and to advise the Director of Development as appropriate.

9. To work closely with all members of the Fundraising Team, in particular with colleagues working on research for Trust, Foundation, and Government prospects.

**Donor Stewardship**

10. To establish and implement systems for donor stewardship and to work with the Events Manager to organise events and activities for GW20 (£50k+) and Campaigners Alliance (£10k+) donors and to monitor the state of ongoing relationships with all major donors.

11. To liaise with individual major donors as the first point of contact if necessary and to ensure that information and updates are sent accordingly.

**Fundraising**

11. To work closely with the Director of Development to set up individual prospect meetings in the UK and overseas for her and the Directors, including planning logistics and travel arrangements, and to accompany them as appropriate.

12. To advise on approaches and strategies with the objective of strengthening relationships and securing major gifts.

13. To work closely with the Events Manager in organising fundraising and cultivation events for high net worth individuals, offering ideas and advice as necessary.

**Other Duties**

14. To develop knowledge and expertise in the use and development of Salesforce and to work with colleagues to extend and promote its use within the Fundraising Team.

15. To disseminate relevant general information and research to GW staff as appropriate and necessary.

16. To keep up-to-date with investigations and campaigning activities across Global Witness and to regularly attend internal briefings, staff meetings, training, and campaign events.

17. To carry out any other duties as required by the Director of Development.

**Experience/Skills Required:**

**Essential**

* Experience of managing relationships with individual major donors
* Experience of major donor prospect research leading to the securing of major gifts
* Experience of planning and managing donor cultivation and stewardship
* Experience of working with fundraising databases and the ability to interrogate and extract data for profiles and reports
* Ability to manage prospect pipeline reporting and tracking processes
* Education to degree level or equivalent
* Excellent verbal, writing and editing skills
* Good numeracy skills and an understanding of company accounts and wealth data
* Ability to synthesise large amounts of complex data and present information clearly
* Proficiency in Microsoft Office and prospect research tools
* Proven ability to prioritise and organise workload effectively and efficiently to meet deadlines
* Ability to work collaboratively with colleagues both within and outside the Fundraising Team

(e.g. campaign/programme and finance staff)

* Ability to deal with confidential information sensitively and appropriately
* Knowledge of the Data Protection Act and its application to fundraising research
* Meticulous attention to detail
* Ability to demonstrate initiative and to work well under pressure

**Desirable**

* Experience of raising money from individuals
* Experience of using Salesforce
* Experience of arranging prospect meetings, including travel and accommodation etc
* Experience of working in an NGO/charity environment
* Relevant professional training or qualifications in fundraising research or related fields

**Abbreviated Terms and Conditions**

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| **Salary:**  | £34,138 per annum (dependant on experience) |
| **Contract Period:** | 6-12 months with possibility of extension |
| **Location:** | London, E1 |
| **Working Hours:** | 35 hours a week Monday to Friday between core working hours of 9.00 am to 6.00 pm to be agreed on commencement |
| **Leave:** | 25 working days per leave year, excluding public holidays. This will be pro-rated for each uncompleted leave year.  |