



MAJOR DONOR
MANAGER
SAT-7 UK



APPLICATION PACK



SAT-7 UK is looking to recruit a Major Donor Manager to join our team helping donors fulfil their passions to show love, strengthen faith and bring joy to millions of people across the Middle East and North Africa.

- Role:** Major Donor Manager
Location: Home based or flexibly from our Chippenham office
Candidates should have the right to work in the UK.
Salary range: £33,000 to £43,000 pa pro rata
Contract: Permanent
Hours: up to 37.5 hours / week (part time and flexible working considered)
Annual Leave: 25 days (pro rata)
Benefits: Pension scheme (NEST) with employer contribution of 5%
Flexible working arrangements
Closing Date: 13th July 2023

If you do not have experience in all of the 'key responsibilities' areas, please tell us about the relevant skills and experience you do have, as you will still be considered. If an informal conversation about the role would help, please email hr@sat7uk.org. Please note that applications are welcome before the closing date and we may call for interviews and appoint earlier if a suitable candidate is found.

Please see www.sat7uk.org/work-with-us for a full job description and application pack.

SAT-7 VISION & MISSION:

SAT-7 is an international Christian media ministry, bringing life-changing joy to the people of the Middle East & North Africa through powerful, faith-filled television and digital media programmes.

BRINGING JOY Through powerful, faith-filled television programmes and digital media, we are bringing joy to millions of lives across the Middle East.

SHOWING LOVE Across four channels, reaching 25 million viewers in 25 countries, broadcasting 365 days-a-year, we are showing God's love to the Middle East and North Africa (MENA).

STRENGTHENING FAITH Our Arabic, Turkish and Farsi programmes encourage and strengthen often-isolated Christians in their faith and provide a fresh perspective of faith for those asking questions about Jesus.

SAT-7 STRATEGY: SAT-7 is an international Christian media network committed to bringing joy to the people of the Middle East & North Africa (MENA) through powerful, faith-filled television and digital media programmes. Watch this short [video](#) (3.5 minutes) for an overview of our work in the MENA.

SAT-7 UK has grown a faithful supporter base across the UK over the last 25 years. However, we recognise the need to better establish who we are and what we do in the hearts and minds of all UK Christians. We want to reach a new generation – growing our income, influence, and supporter engagement – to increase the impact of our international programmes.

SAT-7 PEOPLE: This role is based at the SAT-7 UK office in Chippenham based as part of a team of 19 staff (full-time, part-time and home workers). The team meets together in the office (and online) every day to pray for the ministry, the MENA region, for each other and for our supporters.

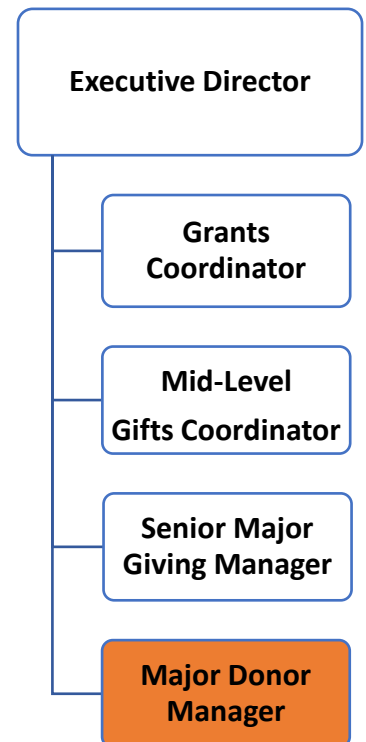


SAT-7 FAMILY: We are part of the wider SAT-7 international family and regularly connect with our international office in Cyprus, our ‘studio’ offices in Beirut, Cairo, Istanbul and London as well as other ‘support’ offices in Europe, the US, Canada, Hong Kong and Brazil. **ABOUT THE ROLE:** This is an exciting opportunity for a creative, innovative fundraiser to develop and grow our major donor income (focusing on those giving between £2,500 and £10,000). Candidates should ideally have had prior experience in successful major donor fundraising. We are looking for an experienced fundraiser, with excellent communication and implementation skills, who will enjoy the challenge of working in a growing team and at the same time be able to work on their own and be a self-starter.

This role requires someone motivated by their Christian faith with a personal interest and concern for the people of the Middle East and North Africa and a passion to provide an exceptional experience to SAT-7’s major donors in the UK.

DEVELOPMENT TEAM

The Development Team is responsible for fundraising from high value donors, grant making bodies and developing relationships with UK-based NGOs with the goal of achieving financial partnerships. The Development Team currently reports directly to the Executive Director. SAT-7 UK has other teams including those focused on operations and finance, communications and resources, churches and volunteers, campaigns and appeal.



JOB DESCRIPTION: Major Donor Manager

The Major Donor Manager (MDM) will be part of the Development Team and will report to the Executive Director, with peer support from the Senior Major Giving Manager.

The MDM plays a key and integral role in the success of SAT-7 UK, specifically through ongoing and proactive relationship management, strategic communications plans, gifts cultivation and solicitation activity with an assigned caseload of qualified major donors. In this role, the MDM will identify, qualify, be assigned, cultivate, solicit and steward major gift donors acting as the primary contact between SAT-7 UK and the assigned caseload, with an emphasis on securing gifts of £5,000 and higher, increasing major gifts to SAT-7 UK while retaining and strengthening existing giving. These activities will result in increased funding for SAT-7 UK, helping donors fulfil their passions to serve the people of the Middle East and North Africa through their giving to SAT-7 UK.

There is an Occupational Requirement, in accordance with the Equality Act 2010, for the position to be filled by a committed Christian.



KEY RESPONSIBILITIES

This role will allow you to make a real difference to the lives of millions of people in the Middle East and North Africa. You will help to maintain and increase income and engagement for the charity through the following key responsibilities:

- Managing a caseload of up to 150 assigned and qualified major donors and maintaining and seeking to engage with a small additional prospective donor “watch list” as assigned, following the agreed upon communications plan that is specific to each donor and prospect.
- Establishing, managing and fulfilling a caseload communications plan, including individual fundraising goals and personalised strategies to effectively steward, educate, cultivate and solicit gifts from major donors each calendar year, with an emphasis on gifts of £5,000 and higher.
- Leading one-to-one solicitation, gift acknowledgement and stewardship communication, traveling as necessary, establishing and maintaining excellent donor relations. Also, providing written proposals to major gift prospects as needed including SAT-7 leadership as appropriate.
- Keeping management apprised of all significant interactions, fulfilling all reporting requirements including quarterly reports that accurately reflect caseload activity and performance.
- Meeting regularly with line manager and peers to discuss and refine caseload plans, donor strategies, to track progress, to receive coaching, and to keep open lines of communication.
- Working in close conjunction with other SAT-7 UK teams pursuing and contributing to collaboration for integrated strategies in regard to major donor communications as well as overall department initiatives.
- Working in collaboration with SAT-7 UK and the wider international family of SAT-7 to develop a portfolio of giving opportunities.
- Making it a priority to take donors on visits to tour SAT-7 studios and to facilitate face-to-face briefings of donors by SAT-7 leaders.
- Participating in recommended professional trainings as budget allows, and other professional development opportunities.
- Supporting and contributing to, as requested, SAT-7 UK policies, business practices and strategies to continually increase major gifts revenue and program growth.
- Staying driven toward goals and focused on caseload, making effective use of other opportunities, events and other initiatives to engage with assigned donors, to bring them closer to SAT-7, and to deepen their awareness of the impact of our work, especially in areas of interest to them. Participate in such opportunities alongside caseload constituents.
- Managing all office systems related to MDM duties including maintaining updated donor files, tracking spreadsheets, correspondence and gift acknowledgments etc. in keeping with department policies and procedures. Carry out any office and computer-related tasks important to fulfilling the goals of the position.
- Ensuring excellent customer service is provided to donors through accessibility to staff and leadership, timely responsiveness, quality in all interactions and personalised communication.
- Represent, speak effectively and act as an ambassador for SAT-7 at external meetings, events and conferences as required.
- To observe statutory requirements and guidelines, following best practice recommendations wherever possible. Specifically ensure compliance with the Fundraising Regulator and Data Protection Legislation.



Essential Qualifications

- Must embrace, support and reflect well on SAT-7 UK's mission and values through one's professional responsibilities and behaviour at all times.
- Bachelor's degree or comparable experience, plus a minimum of five years of experience in a non-profit fundraising role with a proven track record of major gifts success.
- Effective interpersonal, conversational and presentation skills, demonstrating emotional intelligence, situational awareness, excellent writing abilities and strong case development and pitching skills.
- Proven expertise in developing and maintaining positive relationships with diverse individuals and wealthy donors, as well as internal stakeholders and leadership.
- The selected individual should enjoy problem solving, think strategically and creatively, and take initiative with good follow through.
- A high level of comfort with direct donor interaction is a must, including discussions of personal and family finances and asking for major financial commitments.
- Team player, able to check ego at the door, with an ability to collaborate effectively with officers, staff and volunteers for successful achievement of position and department goals.
- Willingness and ability to travel regularly. Valid Driver's License required.
- Able to work independently in a fast-paced environment without extensive administrative support. Must be highly organised and able to effectively manage multiple projects and competing priorities with professionalism and grace. Must keep good documentation through contact reports and activity tracking in accordance with SAT-7 UK's protocols.
- Demonstrated orientation to achieving goals, with a drive to achieve agreed upon goals within agreed upon timeframes.
- Committed and growing Christian, passionate about changing the world and being a part of God's mission.
- Computer literate and confident using Microsoft products.

Desirable skills and abilities

- Experience or understanding of the Christian mission sector.
- Knowledge of, and involvement in, fundraising events such as dinners.
- Knowledge and experience of the Middle East and North Africa.
- Project management experience
- Ability to use the supporter CRM to record activities (Blackbaud Raiser's Edge/NXT)

Spiritual leadership

- To set Christian standards in the working environment and to lead by example.
- To attend appropriate staff meetings to hear updates and share and coordinate activities and spend time in prayer and worship together.
- To lead or participate in spiritual sessions of prayer and biblical reflection within the Team.
- To be committed to SAT-7 UK's Vision, Mission, Values and Beliefs.
- To maintain own spiritual development and relationship with God