



**STELLA MARIS**

**Appointment of  
Major Donor Manager  
Candidate Pack**

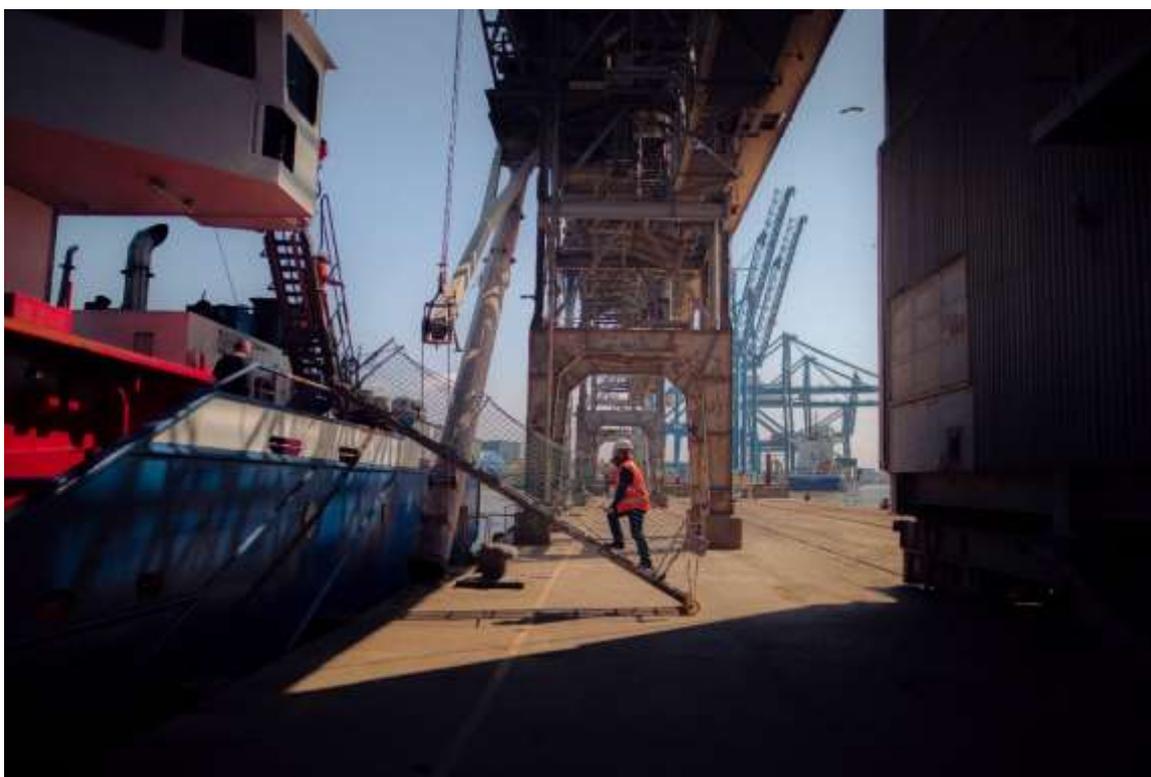


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Thank you for your interest in this post. This information pack is designed to help you with your application. Please read it carefully before submitting your application. If you have any questions that are not addressed in this pack, then please contact:

[recruitment@stellamarismail.org](mailto:recruitment@stellamarismail.org)



## Welcome

**Introduction.** Thank you for your interest in the role of Major Donor Manager at Stella Maris. Our name translates as the 'Star of the Sea' and has long been the favoured title by which Catholic seafarers refer to the Mother of God, in whose protection they have traditionally placed their trust.

**History.** Formerly known as Apostleship of the Sea, Stella Maris was founded in Glasgow in 1920 and ran large seafarers' hostels in all the major port towns where seafarers could stay while their ships were in port. Since then, international shipping has changed dramatically and whilst the nature of our work may have evolved, our founding belief that every seafarer and fisher deserves fair working conditions, respect for their human rights and the very best we can offer remains at the heart of what we do.

**Who we are.** Stella Maris is the largest ship visiting network in the world, with over 1,000 chaplains and volunteers in 350+ ports across 50+ countries. Specifically, within Stella Maris UK, we employ a team of 22 chaplains supported by 75 volunteer ship visitors, and numerous parish contacts in the heart of local communities. Within the Management Team, our support staff of 20 people are primarily based in our London office, with some members of staff working from Scotland and the Regions. As an organisation, we work extremely closely with the clergy, our sister maritime charities, as well as national and international maritime organisations and industry.

**Mission.** Our mission is to provide practical, pastoral and spiritual support to seafarers, fishers and their families regardless of creed, gender or ethnicity, primarily by ship visiting.

**The Future.** It is our goal to improve the first class service we currently deliver, so that Stella Maris continues to grow to reach more seafarers, fishers and their families. Our website ([www.stellamaris.org.uk](http://www.stellamaris.org.uk)) provides further detail regarding our mission and values, and the difference we make to the lives of the 'People of the Sea.'

**This role within the Fundraising & Communications Team:**

Stella Maris is growing as a charity, in terms of income generation and new programmes of activity around the world. To help support this development, we have created this new important role. The Fundraising & Communications team at Stella Maris comprises about 12 staff members (some full time; some part time). The team and the charity have now reached the point in their evolution where we need to appoint a Major Donor Manager. This post holder will offer excellent stewardship to our existing Major Donors. He/she will also help to identify and cultivate new potential Major Donors from within and outside our existing pool of individual donors. He/she will substantially grow the Major Donor income stream for the charity. He/she will cultivate and steward Major Donors to give in new and more impactful ways, will increase giving levels, will increase the number of Major Donors, and will create lasting and meaningful relationships with our most committed and generous supporters. This is an exciting opportunity for a dynamic, motivated and effective Major Donor fundraiser. The postholder will help us, as a leading maritime charity, to achieve our mission to support seafarers, fishers and their families around the world.

If you share our passion to support the People of the Sea and the mission of Stella Maris through fundraising from Major Donors, we very much look forward to hearing from you.



A handwritten signature in blue ink, appearing to be 'T Hill'.

Tim Hill MBE  
Chief Executive Officer / National Director



Adrian Gannon  
Director of Development

“Each of you should use whatever gift you have received to serve others, as faithful stewards of God’s grace in its various forms.” 1 Peter 4:10

## **JOB DESCRIPTION**

**Title of post:** Major Donor Manager

**Responsible to:** Director of Development

**Hours:** Full-time, 40 hours per week

## **MAIN PURPOSES OF THE JOB**

The Major Donor Manager, reporting into the Director of Development and working with some guidance from the Head of Major Gifts, will maintain and grow a stable pipeline of income from Major Donors. He/she will secure unrestricted and restricted income from a portfolio of Major Donors to support the activities of the Stella Maris network in the UK and overseas. He/she will produce cultivation plans for individual Major Donors, meet them, craft tailored applications and reports for them.

## **DUTIES AND RESPONSIBILITIES**

- 1 Manage relationships with a portfolio of Major Donors in accordance with the Charities fundraising strategy and giving programme activity.
- 2 Establish individual donor cultivation, engagement and stewardship strategies, ensuring each prospect and existing donor has an appropriate communications and cultivation programme in place.
- 3 Ensure that donor profiling and research activity is undertaken on existing and potential Major Donors (within data protection regulation guidelines) in order to enhance and develop relations.
- 4 Identify potential Major Donors from within the Mid-Value Donor portfolio and help graduate them up to Major Donor giving levels.
- 5 Working with the Governance and Executive team, conduct meetings and visits with individual Major Donors around the UK.
- 6 Accompany Major Donors on port visits within the UK and possibly abroad.
- 7 Craft carefully tailored applications, thank you letters and reports for Major Donors.
- 8 Support other senior staff and stakeholders, such as Trustees, in cultivating relationships with Major Donors by providing research and other information as required, and bringing them to meetings with Major Donors when appropriate.
- 9 Build and cultivate relationships with intermediaries, e.g. wealth advisers, lawyers.
- 10 Arrange events for Major Donors.

- 11 Ensure that all activity is recorded accurately on the charity's Customer Relationship Management database, and that actions are undertaken in a timely and professional manner.
- 12 Extract monthly reports on activity levels with Major Donors, e.g. number of contacts, meetings, asks, etc., and circulate this internally to selected senior staff members.

No job profile can cover every issue which may arise within the post at various times and the post holder is expected to carry out other duties from time to time.



## PERSON SPECIFICATION

### Required Elements

- Excellent interpersonal skills including the ability to build and maintain strong relationships with Major Donors, wealth advisers, etc.
- Strong rapport building and persuading skills.
- Excellent written and verbal communication.
- At least two years' experience of Major Donors fundraising.
- Experience of crafting applications, thank you letters and reports for Major Donors.
- Successful track record of achieving targets and growth in Major Donors fundraising.
- Experience of researching Major Donors.
- Good knowledge of Gift Aid rules.
- Good knowledge of GDPR and data protection rules.
- Ability to work flexibly and to use own initiative to meet demands of job.
- Ability to prioritise and manage multiple tasks with clear attention to detail.

- Strong commitment to team working, and an ability to build strong, mutually beneficial relationships with colleagues across whole organisation.
- A confident and effective decision maker with the ability to work as part of a medium-sized fundraising and communications team.
- Resilient, determined, and robust with a positive outlook.
- Dynamic and energetic personality with a high degree of personal drive and self-motivation.
- Desire to succeed, achieve results and make a difference.
- Comfortable with, and adept at, liaising with and meeting senior / high net worth individuals, philanthropists, their advisers, Trustees, etc.
- Confident in using IT software such as Microsoft office suite (Word, Excel) and CRM databases (e.g., RaisersEdge, Salesforce etc.)
- Comfortable with preparing simple project budgets.
- Planning and organisational skills.
- Commitment to high quality service, best practice, and best value in all aspects of the charity's operation.

### **Desired Elements**

- Knowledge of the wider UK charity sector.
- Knowledge of the wider UK/international maritime sector.
- Knowledge of the Catholic church.
- Experience of fundraising in an international setting.
- Experience of translating strategic aims into operational delivery.
- Understanding of the Vision, Mission and Values of Stella Maris.

## **Salary and Conditions of Service**

**Salary:** £38,000 p.a.

**Hours of work:** 40 hours per week

**Location:** Predominantly based in the National Office in London (3-4 days per week), with some home working, with some travel around the UK for meetings and events, and possible overseas travel.

**Leave arrangements:** 28 days per annum plus bank and statutory holidays.

**Pension:** Stella Maris operates a pension scheme (up to 6% matching contributions). Full details, and terms and conditions of employment will be issued if an offer of employment is made.

## **Recruitment Process**

If you would like to apply for this position, please send the following to [recruitment@stellamarismail.org](mailto:recruitment@stellamarismail.org) :-

- An up-to-date CV outlining your employment history, academic and professional qualifications, and contact details.

- A supporting statement (no more than 2 x A4 pages) demonstrating how you meet the criteria outlined in the job description and person specification and why you are interested in becoming the Major Donor Manager at Stella Maris.

## Key Dates

Closing date for applications	2359 hours on 25 April.
Short listing	29 – 30 April.
Candidates notified of shortlisting results	2 May.
1 <sup>st</sup> Round of Interviews in London	7 May.
2 <sup>nd</sup> Round of Interviews (if required)	8 May.
Candidates notified of outcome	10 May.

