



Being there for *you*  
and *your family*

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Philanthropy Fundraising Manager / (Major Donors &amp; Trust &amp; Grants)</b>
<b>RESPONSIBLE TO:</b>	<b>Director of Fundraising, Marketing &amp; Communications</b>
<b>HOURS OF WORK:</b>	<b>Full time – 37.5 hours per week</b>
<b>LOCATION:</b>	<b>LOROS Hospice, Groby Road, Leicester</b>

### **JOB PURPOSE:**

To deliver significant, sustainable income growth from major donors and trust and grants by building a robust high-value pipelines, embedding structured moves management and securing transformational philanthropic support aligned to organisational strategic priorities

### **Role Summary:**

This is a lead income-generating philanthropy role with responsibility for driving significant growth across major donors and Trust and Grants.

The Philanthropy Lead will build and deliver a high-performing high-value fundraising programme, focused on pipeline development, strategic relationship progression and long-term supporter value. This is a strategic and hands-on role, requiring a confident fundraiser who can identify, qualify, cultivate and close gifts and funding propositions.

Working closely with senior leaders, prospect research, trustees and a dedicated philanthropy subgroup, the role will unlock networks, develop compelling propositions and create meaningful engagement opportunities that inspire transformational support for hospice care.

This post plays a critical role in strengthening the hospice's financial sustainability and enabling outstanding care for patients and families across the local community.

## **KEY DUTIES AND RESPONSIBILITIES:**

### **Strategic Delivery**

- Working with the director of fundraising, marketing and communications and prospect research to develop and deliver a high-value pipeline of major donors and trusts and foundations, aligned with the wider fundraising and organisational strategy.
- Take clear ownership of income performance, for major gifts and trust and grants delivering against agreed annual income targets, KPIs and growth objectives.
- Drive a culture of ambition, accountability and continuous improvement within high-value fundraising activity.

## **Major Donors Trust and Grants**

- Identify, research, qualify and prioritise high-potential individual and corporate prospects.
- Personally manage a portfolio of high-value relationships, securing gifts and partnerships typically at £5,000–£100,000+.
- Develop and deliver tailored cultivation, solicitation and stewardship plans that reflect donor motivations and capacity.
- Lead the development of compelling cases for support and funding propositions, including strategic and event-led opportunities.
- Provide insight to support the Strategic alignment of opportunity ensuring they are matched to the most effective fundraising approach.
- Work collaboratively with colleagues to identify, shape and progress cross-team opportunities, maximising overall income potential and avoiding duplication of effort.

## **Pipeline Development & Moves Management**

- Build, manage and continuously improve a dynamic high-value income pipeline across major donors and funding partners.
- Embed structured moves management, ensuring clear actions, momentum and accountability across all prospects.
- Use CRM systems (e.g. Raiser's Edge) confidently to record activity, track performance, forecast income and inform prioritisation.
- Produce clear, insightful pipeline and performance reports for senior stakeholders.

## **Stakeholder Engagement & Influence**

- Work closely with the Director of Fundraising, senior leaders and trustees to identify and progress high-value opportunities.
- Actively engage and support a philanthropy subgroup to unlock networks, provide advocacy and strengthen prospect progression.
- Collaborate with Events, Communications and Clinical teams to create compelling engagement moments, supporter journeys and impact-led storytelling.
- Promote and embed legacy giving into opportunities through supporter journeys and relationship management.

## **Insight, Stewardship & Best Practice**

- Deliver exceptional stewardship, recognition and impact reporting to build trust, confidence and long-term supporter loyalty.
- Monitor philanthropy and giving trends to inform innovation and strategic decision-making.
- Ensure all activity complies with GDPR, Fundraising Regulator guidance, ethical fundraising principles and internal policies.
- Undertake appropriate due diligence and risk management in relation to high-value gifts and partnerships.

# Person Specification

## Essential Experience & Skills

- Proven track record of securing five- and six-figure gifts /grants within the charity or not-for-profit sector.
- Demonstrable experience of building, managing and converting high-value income pipelines.
- Strong commercial mindset, with the credibility and confidence to close complex, high-value opportunities.
- Experience working with senior stakeholders, trustees and volunteers to unlock networks and influence outcomes.
- Highly developed relationship-building, storytelling and influencing skills, including pitching and proposal development.
- Strategic thinker with the ability to translate insight into practical, income-generating action.
- Confidence using CRM systems and pipeline management tools (e.g. Raiser's Edge).

## Personal Attributes

- Ambitious, proactive and results-driven, with strong personal accountability for income delivery.
- Confident operating at senior level, with excellent interpersonal and communication skills.
- Insight-led and analytical, with strong attention to detail.
- Collaborative, values-driven and motivated by the hospice's mission and impact.

## Success Measures / KPIs

Success in this role will be measured by:

- Achievement of annual income targets from major donors and funders.
- Growth in the value, quality and conversion rate of the high-value pipeline.
- Number and value of new major donors and grants secured.
- Progression, retention and lifetime value of existing high-value supporters.
- Quality, accuracy and effective use of CRM data and pipeline reporting.
- Strength and effectiveness of internal collaboration and senior stakeholder engagement.

## Why Join Us?

- This is an opportunity to lead and shape a high-impact philanthropy programme at a time of genuine organisational ambition. You will play a central role in securing the future of hospice care, working with passionate colleagues, committed trustees and inspiring supporters to deliver transformational impact for patients and families.

**GENERAL:**

- All staff are subject to Equal Opportunities Legislation, the Data Protection Act and LOROS Confidentiality Policy.
- To carry out and comply with the prevention and control of infection as per LOROS policies and procedures.
- All staff are subject to LOROS policies, procedures and conditions of service, with reference to the Health and Safety at Work Act 1974.
- Take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions at work.
- Co-operate with their employer as far as is necessary to meet the requirements of the legislation.
- All staff should be aware of and aim to contribute to LOROS' Vision and Mission and also strive to exhibit the Values & Behaviours at all times (see attached document).

**The contents of this job description are not exhaustive and may be amended in accordance with the needs of the service after discussion with the post holder whose agreement will not be unreasonably withheld.**

Signed..... Date.....  
**Postholder**

Signed..... Date .....

**Line Manager**

