**Development Executive (Major Donor)
Salary – G7 (£34,308 - £42,155)**

**The Team**

The Development and Alumni Office (DAO) comprises the Development, Alumni and Development and Alumni Services teams. The DAO works to empower Heriot-Watt University to achieve its strategic aims by building productive and enduring relationships between the University and its network of supporters, philanthropists and organisations, in order to support priority initiatives and developments. The team seeks to build on the strong foundations in place in order to maximise the philanthropic and engagement potential of Heriot-Watt’s stakeholder groups.

This post is part of the Development team, which is led by the Head of Development and includes three Senior Development Executives, three Development Executives and two Development Assistants.

**Job description**

This is a skilled role requiring specialist knowledge and experience of major donor fundraising. Reporting to the Senior Development Executive the post holder will be responsible for securing a high return on investment in the form of major philanthropic gifts from individuals, thus providing significant funding for a spectrum of university projects including capital campaigns, research, and scholarships. The post holder should have exceptional communication and written skills, with strong influential and negotiating skills in order to develop high quality funding proposals and impact reports.

**Key roles and responsibilities**

1. Work closely with the Senior Development Executive, and academics to plan, co-ordinate and support the University’s fundraising approaches to Major Donor prospects. This will include overview of your own prospect portfolio, managing a pool of high net worth individuals, scheduling approaches, liaising with colleagues on project information, meeting with high net worth individuals arranging visits to the University and writing effective proposals/pitches to secure gifts up to £25,000. Establish good working relationships with major donor prospects ensuring where necessary other senior colleagues are involved.
2. Work closely with colleagues to plan events, seminars, and meetings that strengthen stakeholder and supporter relationships and promote the University’s work. Liaise with Development Executive – Events and Stewardship to implement appropriate stewardship programmes that thank and maintain long term relationships with donors, including correspondence, visits, events and personal meetings.
3. Prepare and update materials that effectively communicate complex academic and scientific projects to both internal and external audiences in order to support fundraising and to maximise visibility of campaigns and philanthropic projects.
4. To lead and negotiate major gifts up to £25k in support of the University’s strategy and key priorities and activities and meet overall fundraising targets
5. To develop a fundraising pipeline of mid-level gifts (up to £25k) working closely with academic schools
6. Assist in the wider work of the department at the request of the Head of Development.
7. Keep abreast of professional and regulatory developments in charity legislation and higher education fundraising.

**Essential**

• Experience working with and securing large gifts (up to £25k) from High-Net-Worth Individuals.

• Excellent communication skills both written and oral.

• Ability to comprehend, digest and express complicated information is critical.

• Ability to think both strategically and tactically about the relations between potential donors and fundraising goals.

• Ability and inclination to meet potential funders and make an ask.

• Ability to effectively promote the work of HWU to prospective donors.

• Ability to identify and work with professional and academic colleagues in the cultivation of prospects and in the solicitation of gifts.

• An understanding of Universities as a complex charity

* An interest in and knowledge of factors affecting higher education in the UK.

• The post holder must have a sound grasp of charity law, fundraising techniques and good interpersonal skills.