

# Philanthropy Executive (Major Donors)

## Job description

Together we are help and hope for everyone living with dementia



# Who we are

**Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.**

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

**Together with our supporters, we're working towards a world where dementia no longer devastates lives.**

# Our values

**Our values tell everyone who we are as an organisation.**

**Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.**

**Our values are evident in everything we do, how we do it and how we work together.**

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



## **Determined to make a difference**

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



## **Trusted expert**

We're listening, we're learning and we use experience and evidence.



## **Better together**

We're open, we combine our strengths and we achieve more together.



## **Compassionate**

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

# Philanthropy Executive (Major Donors)

## Position in the organisation

Reports to the Senior Philanthropy Manager (Major Donors)

Member of our Philanthropy team

Part of our Income and Engagement Directorate

## Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

The Philanthropy Executive (Major Donors) position plays a key role in supporting the Major Donor team to secure transformative income to support people living with dementia and their families. Through developing a calendar of creative stewardship opportunities, by being a champion for best practice and by supporting with the creation of exceptional written communications, the Philanthropy Executive (Major Donors) position will significantly contribute to an already high performing team.

The position offers the chance to learn and develop within a sector leading major donor team, with the opportunity to develop their face to face fundraising and relationship management skills.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A trusted expert who believes in working Better together and demonstrates true Compassion.

## Key accountabilities and responsibilities

- To support the Major Donor Team in managing and growing relationships with individuals capable of making 5, 6 and 7 figure level donations towards dementia support services and research.
- To support in the creation and delivery of fundraising stewardship communications (through traditional and social media if required) including annual impact reports, breaking news communications and recognition materials.
- To lead on the creation of a calendar of Major Donor stewardship opportunities and touchpoints.
- To support the team to maintain accurate donor database records in compliance with Society policy and data protection laws.
- Support the team by championing the CRM and capturing donor information consistently. Supporting with the implementation of a new CRM in 2026/27.
- Proactively work to ensure the team are delivering the best possible stewardship for our donors through writing reports, newsletters and working with the events team to create stewardship events.
- Support in the creation of multi-year fundraising proposals and distribution of reports as agreed.
- To support the team in implementing and maintaining our best practice guide to ensure exceptional ways of working across the Major Donor team.

- To offer administrative and creative stewardship support to the Major Donor team.
- To ensure that the processing and thanking of gifts is carried out consistently and in keeping with best practice.
- To support the team in coordinating sector insight to maintain best practice.
- Develop a rounded working knowledge of Alzheimer's disease and other conditions that lead to dementia as well as the ways in which Alzheimer's Society supports research, campaigns and provides help and services for people living with dementia.
- To support the delivery of the major donor strategy.
- To comply with the data protection regulations, ensuring that information on clients and supporters remains confidential.
- To support in recruiting and managing volunteers as agreed, working alongside colleagues to deliver excellent work for the team as required.
- Acts as an advocate of Alzheimer's Society. Direct supervision of volunteers as required.

## We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

## Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
Proven experience of writing professional and persuasive communications	A/I
Proven experience of working proactively to support with administration.	A/I
Professional, proactive, ambitious and self-motivated	A/I
Experience of using influencing and negotiating skills effectively to deliver results.	A/I

Committed to championing the diverse needs of people affected by dementia.	A/I
Proven experience of building good working relationships across an organisation.	A/I
Excellent working knowledge of MS Office applications, fundraising databases, and the internet.	A/I
Experience of using a fundraising database or CRM	A/I
Proven experience of developing bespoke pieces of stewardship for high value audiences.	A/I
Proven experience of creating successful bespoke funding proposals	A/I
Experience of working in a complex, multi-disciplinary organisation, preferably within the not-for-profit sector.	A/I

Competencies & personal attributes	Application (A) or interview (I)
Excellent communication skills, both verbal and written.	A/I
Work collaboratively and be able to prioritise your workload effectively and remain solution focussed throughout your areas of work.	A/I
Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves.	A/I
Be a self-starter and incredibly motivated.	A/I
Excellent organisational and timekeeping skills.	A/I
Excellent attention to detail.	A/I
Non-judgemental communication	A/I
Commitment to and understanding of equal opportunities	A/I
Understanding of the inclusion agenda and its relevance within a diverse society	A/I

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# Our benefits



## Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



## Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



## Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



## Family & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



## Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



## Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave