



# HEAD OF MAJOR DONORS

## JOB APPLICANT PACK



# APPLICANT PACK I

## HEAD OF MAJOR DONORS

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**Salary:** £65,000 - £68,000 per year

**Contract Type:** Permanent

**Location:** UK (minimum 2 days per week in the London office)

**Work Pattern:** Full-time, 37.5 hours per week with the opportunity for flexible working hours

**Reporting To:** Chief Engagement Officer

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## HOW TO APPLY

Please submit an anonymised CV and covering letter (please remove any identifying details such as name, address, or photos) by 5pm on 8th July via the [Workable link](#).

In your covering letter, please demonstrate your motivations for applying for the role, how the position aligns with your career plans, and the experience (professional, voluntary, or lived) that makes you a strong fit for the role in line with our values and the criteria outlined in the job description.

We encourage candidates to ensure their responses reflect their own skills, experiences, and personal voice. If AI tools are used, candidates should also explain how and why they used them.

## INTERVIEW STAGES

The selection process will consist of three stages (dates will be confirmed with shortlisted candidates):

- First-round interview
- Second-round interview

Candidates will be asked to prepare a presentation (10–12 minutes maximum) on a major donor stewardship communications plan. Candidates should allocate no more than 3 hours to prepare this task.

- Final interview with the CEO





## CEO INTRODUCTION

Thank you for your interest in joining Mission 44. We're building a hugely exciting organisation and the whole team is inspired by the extraordinary potential we have to change lives for the better.

Established by Sir Lewis Hamilton in 2021, Mission 44 is a charitable foundation working to ensure that every young person can thrive in school and access great careers in STEM. We support bold organisations, leaders and ideas to reimagine the future and transform the lives of young people.

We are incredibly fortunate to have the encouragement and support of Sir Lewis Hamilton, whose personal pledge laid the foundations for our work, and whose vision we are working to deliver. Mission 44 will be a profoundly effective, impact-led place to do great work: we're building an organisation that's inclusive, dynamic and collaborative. We're determined that the time you invest with us will enable you to grow personally, as well as offering the huge professional satisfaction of delivering concrete and lasting change. If this sounds like the right fit, we'd love to hear from you.



**Jason Arthur, Chief Executive**





## ABOUT THE ROLE

Mission 44 exists to drive change and build a fairer, more inclusive future for young people around the world. As our work and partnerships continue to grow, so does our ambition to tell powerful stories that shine a light on the barriers young people face, champion solutions, and inspire meaningful action.

The Head of Major Donors will play a critical role in strengthening and stewarding Mission 44's relationships with high-value donors, philanthropists, and strategic supporters.

This role will work alongside the Chief Engagement Officer to lead the development and delivery of a thoughtful, personalised and impactful Major Donors programme that deepens donor pipeline and engagement, increases contributions, strengthens long-term relationships, and inspires continued investment in Mission 44's mission and impact.

The successful candidate will combine exceptional relationship management skills, a solid network of donors, strong project coordination and communications, with strategic thinking.

They will work closely across fundraising, communications, programmes and leadership teams to ensure donors experience meaningful engagement with Mission 44's work, values and community.

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## WORKING AT MISSION 44

### OUR TEAM

The Mission 44 team currently has 30 employees. We are organised into four directorates: Impact, focused on research, grant-making, campaigning and convening; Engagement, focused on income generation, events and communications; Executive Office, focused on our governance and organisational effectiveness; and Operations, focused on our finance, HR and operational platform.

We provide a workplace where every team member's contributions are recognised and appreciated. Our goal is to attract a wide range of talented professionals and ensure fair opportunities for all.





## OUR VALUES

Everything we do at Mission 44 is guided by our five core values.

- We are **brave**: with an ambitious sense of possibility, we focus on where we can drive long-term improvements.
- We are **collaborative**: we build partnerships and coalitions to solve problems and make change happen.
- We are **curious**: we are evidence-led and continuously learning how best to grow our impact.
- We are **inclusive**: we amplify the voices of the less widely represented.
- We act with **integrity**: we are honest and transparent, and build trust-based relationships.

## BENEFITS AT MISSION 44

### YOUR TIME OFF



#### HOLIDAYS

Enjoy 28 days annual leave, plus a day for your birthday



#### SUMMER FRIDAYS

We finish every Friday at noon in August



#### VOLUNTEER DAYS

Unlimited volunteering leave, as agreed with your manager

### YOUR WELLBEING



#### STAY ACTIVE

Use our cycle-to-work scheme and free gym access



#### STAY HEALTHY

Optional health insurance and access to an EAP



#### STAY WELL

Wellbeing allowance to spend in whatever way works for you

### YOUR FUTURE



#### PENSION

Save for retirement with our generous pension package



#### DEVELOPMENT

Professional development budget of £1k



#### FAMILY LEAVE

Competitive parental leave package





## ROLES AND RESPONSIBILITIES

### MAJOR DONOR CULTIVATION AND RELATIONSHIP MANAGEMENT (70%)

- Lead the organisation's cultivation of new donors and deepening of the major donor pipeline.
- Personally lead the cultivation, solicitation and stewardship of major donors and prospects for six/seven-figure gifts.
- Lead the implementation of Mission 44's global major donor stewardship strategy, ensuring all major donors feel engaged in and inspired.
- Manage and coordinate stewardship plans for high-value donors and philanthropic partners
- Build trusted, long-term relationships with major supporters through thoughtful and personalised engagement
- Develop tailored donor journeys that reflect supporter interests, motivations and impact priorities
- Identify opportunities to deepen donor engagement and increase long-term support
- Provide administrative support for the Global Growth Committee
- Work with Head of Engagement and Events to plan and deliver donor engagement opportunities at events, briefings, roundtables and programme visits to bring donors closer to our work
- Support leadership engagement with major donors and key stakeholders
- Coordinate donor experiences linked to Mission 44 campaigns, partnerships and strategic moments
- Help create meaningful opportunities for supporters to connect with Mission 44's mission, young people and impact

### DONOR COMMUNICATIONS AND IMPACT REPORTING (20%)

- Ensure donors receive timely, high-quality communication and reporting
- Coordinate the creation of bespoke donor updates, reports and impact communications
- Work collaboratively with programme and communications teams to translate impact into compelling donor narratives
- Work with the communications team to ensure stewardship materials are high quality, aligned to brand and reflective of Mission 44's values
- Support the development of case studies, impact stories and donor-facing content





## SYSTEMS MANAGEMENT AND COLLABORATION (10%)

- Maintain accurate donor records, engagement tracking and stewardship activity within CRM systems
  - Monitor stewardship activity, timelines and reporting commitments
  - Contribute to donor analysis, segmentation and fundraising insights
  - Work closely with wider fundraising colleagues, communications and impact teams to deliver integrated supporter engagement
  - Support senior leadership and ambassadors with donor preparation, briefing materials and relationship management
  - Contribute to a collaborative, inclusive and high-performing fundraising culture
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## ABOUT YOU: SKILLS AND EXPERIENCE

### ESSENTIAL

- Significant experience in major donor cultivation, stewardship, philanthropy or high-value relationship management
- Proven track record of managing relationships with high-net-worth individuals, philanthropists or strategic supporters
- Experience developing and delivering donor stewardship plans and engagement strategies
- Proven success in the direct solicitation and stewardship of six- and seven-figure philanthropic contributions.
- Excellent written and verbal communication skills
- Experience producing high-quality donor reports and communications
- Strong project management and organisational skills
- Experience working with CRM systems and donor databases
- Some travel, particularly to the US
- Ability to manage multiple priorities and stakeholders effectively

### DESIRABLE

- Experience of major donor management at a global level
- Experience of Fundraising for a grant-making / campaigning organisation
- Experience with Principal Gifts processes
- Experience supporting fundraising campaigns or major gifts programmes
- Understanding of education equity, youth opportunity or systems change work
- Experience working within high-profile or fast-paced organisations





- Event management and donor engagement experience

## PERSONAL QUALITIES

- Exceptional relationship-building and interpersonal skills
- Highly organised with strong attention to detail
- Emotionally intelligent and discreet
- Strategic and proactive thinker
- Strong collaboration and stakeholder management skills
- Ability to communicate impact in a compelling and authentic way
- Passion for equity, inclusion and social justice
- Commitment to Mission 44's values and mission
- Resilient with demonstrated ability to work in a fast-paced environment.

