

ROLE PURPOSE

Role Title: Major Gifts Coordinator

Division: Public Affairs

Location: London

Date: October 2025

Employment type: Part-time, 6 month fixed-term contract, with potential for extension, with flexible work arrangement

Reports to: Philanthropy Manager

Number of direct reports: 0

Leadership Band: Leads Self

Purpose of the role:

The *Major Gifts Coordinator* is accountable for providing strategic coordination and operational delivery support to the Major Gifts and Partnerships team. This role exists to ensure effective planning, organisation, and execution of fundraising activities, donor engagement, and internal processes that drive income growth and relationship management.

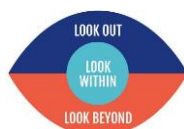
The *Major Gifts Coordinator* will own the outcomes of:

1. Meeting and event coordination – Schedule, plan, and deliver internal and external meetings, visitor itineraries, and events logistics (venues, RSVPs, travel, catering, guest lists).
2. Data and follow-up management – Enter and maintain accurate CRM records, track donor actions and follow-ups, and support reporting to ensure timely stewardship and accountability.
3. Briefing and materials preparation – Prepare and format meeting briefs, bios, agendas, proposals, reports, and country/project background materials to support donor engagement.
4. Administrative support – Manage team administration including expenses, budget updates, registrations for events/conferences, and maintaining the strategy tracker.
5. Research and insight gathering – Support and coordinate prospect research, network mapping, and information gathering across different channels.
6. Team and governance support – Draft internal updates, support board meeting preparation, and assist with team check-ins and strategy monitoring processes.
7. Collaboration and culture – Work with colleagues across the team to share information, support projects, and help build a collaborative and well-organised working environment.

Our Capabilities:

As a member of The Foundation Family you will:

1. Live by the values of The Foundation and support The Foundation's culture, performance and brand.
2. Adhere to all The Foundation's policies and procedures.
3. Strengthen health, safety and well-being of all/look out for the well-being.
4. Lead, collaborate and contribute in all interactions.



Essential Experience:

- At least 3 years in administration, coordination, fundraising support, or related roles. Candidates with less formal experience but with demonstrated ability and potential will also be considered.
- Coordinating meetings, events, donor visits, and logistics to support fundraising activities.
- Preparing briefs, proposals, reports, and donor communications to a high standard.
- Managing CRM data, budgets, expenses, and follow-ups to ensure accuracy and accountability.
- Supporting research, board planning, and collaboration across teams to drive effective delivery.

Skills:

- Proactive self-starter with a focus on solutions and continuous improvement.
- Highly organised, reliable, and able to manage competing priorities with efficiency
- Collaborative and team-oriented, fostering positive relationships across all levels.
- Forward-thinking, adaptable, and resilient in a fast-paced environment.

Desirable Experience:

- Exposure to fundraising, particularly in major gifts, trusts and foundations, and/or corporate partnerships.
- Understanding of data protection regulations (e.g. GDPR) and their application in donor management.
- Experience supporting donor stewardship activities and relationship management processes.
- Familiarity with working in an international or not-for-profit environment.

Qualifications:

Tertiary degree or equivalent work experience

Travel:

As required

This role purpose defines the broad accountabilities of the positions, which may change based on organisational need. Please refer to the divisional, team and individual work plans for more specific details

The position involves:

This position is recognised as having "Contact with Children" either direct or indirect

This position does not involve "Working with Children" either direct or indirect.

Additional Responsibility:

Ensure that the work for which they are responsible is carried out in ways which safeguard the health and safety of workers.

To work in The Foundation, you will:

- Be eligible to work in London
- Undergo background check including criminal records and qualifications check
- Undergo working with children check for positions that are identified as working with children