

**Major Giving Officer**

Humanity & Inclusion (HI) is an award-winning international development organisation working in situations of poverty and exclusion, conflict and disaster. Working alongside people with disabilities and vulnerable populations, we take action and raise awareness in order to respond to their essential needs, improve their living conditions and promote respect for their dignity and fundamental rights.

HI UK is looking for an ambitious, results-driven fundraiser to join our UK partnerships and philanthropy team and help us increase our income from trusts, foundations and high net-worth individuals in order to support the people we serve.

**About HI**

Outraged by the injustice faced by people with disabilities and vulnerable populations, we aspire to a world of solidarity and inclusion, enriched by our differences, where everyone can live in dignity.

Since its creation in 1982, HI has run development programmes in more than 60 countries and responded to numerous emergencies. Today, we have a budget of over 250 million euros, with around 5,000 employees worldwide.

HI was co-winner of the 1997 Nobel Peace Prize for our campaign for the Mine Ban Treaty. We were also awarded the 2011 Hilton Humanitarian prize in recognition of our contribution to alleviating human suffering and supporting the most vulnerable people.

HI UK is a member of the HI Network, which is comprised of a Federation and eight national associations. As part of the Network, HI UK works towards a common strategy while maintaining a distinct identity as a British organisation. The Federation is responsible for implementing the Network’s social missions. It operates under the names “Humanity & Inclusion” or “Handicap International”, depending on the country.

HI has an ambitious delivery plan in the UK, as part of our 2016-25 strategy, [*For More Solidarity and Inclusion in the World*](https://hi.org/en/our-strategy).

# Equal opportunities policy

HI UK is committed to diversity and inclusion. We recognise that discrimination shapes the opportunities that many people have in society and that people have different needs in order to realise their full potential. Addressing this requires organisations to be proactive in creating environments that encourage the inclusion and development of all. Though we still have a long way to go, inclusion is central to our identity at HI UK and we are strongly committed to the continuous work that it requires.

We are particularly interested in hearing from candidates with disabilities and/or from Black and minority ethnic backgrounds, to help make us more representative. If you have a disability and meet the minimum requirements for the role, we will guarantee you an interview.

# Employee benefits

* All employees are entitled to 28 days’ holiday per year in addition to UK public holidays (*pro rata* for part-time employees*)*. Colleagues may also take an additional day off for their birthday.

* We value all our employees and strive to support them in their professional lives. This includes offering flexible-working opportunities, including home-working, flexible hours and two days’ volunteering leave each year.

* We offer a competitive workplace pension scheme, matching contributions up to 6% of gross salary.
* We are positive about employing persons with disabilities and are proud to be accredited as a Disability Confident Employer.
* We offer a Worklife Support Employee Assistance Programme, which provides confidential information, support and counselling.
* We strive to create a diverse and inclusive working environment and we are constantly looking at ways to improve our policies, processes and culture.
* Our office is a short distance from Waterloo train station and Lambeth North Underground station in London. There are also lots of bus stops nearby. We share an open space with other charities. The working environment is fairly quiet, with bookable meeting rooms, booths for individual meetings, noise-reduction pods and other informal meeting spaces. We have lifts, accessible toilets and a shared kitchen area. We are open to discuss any reasonable adjustments you might need.

**Job description**

**1. JOB TITLE** Major Giving Officer

**2.** **ORGANISATION** Humanity & Inclusion UK (HI UK)

**3.** **SALARY & HOURS** £36,808 per annum; 35 hours per week

**4.** **DURATION** Permanent

**5.** **LOCATION** Based in London (SE1) with some remote working.

The applicant must have the right to work in the UK.

**6. BACKGROUND INFORMATION AND PURPOSE OF THE POST**

As part of our ambitious plans to significantly increase private fundraising, we aim to achieve a step-change in our income from partnerships and philanthropy.

As Major Giving Officer, you will:

* Collaborate with the Global Specialist in Major Giving (based in the UK) on the delivery and implementation of an ambitious major-giving programme for HI UK, encompassing trusts & foundations, major donors and corporates, in line with UK and Federation priorities.
* Research and identify opportunities, write proposals and secure five- and six-figure major gifts from a diverse and sustainable base of major givers from the these income streams.
* Provide excellent cultivation of prospects to produce committed, long-term donors.
* Manage existing partnerships and donors to a high standard.

**7. MAIN DUTIES AND RESPONSIBILITIES**

### General

* Work closely with the Global Specialist in Major Giving and the other Major Giving Officer to further develop major giving as a sustainable income stream in the UK, including launching and running a Capital Campaign.
* Manage data relevant to your role, keeping our database (CRM) up to date and accurate, and mining it for new prospects.
* Build your knowledge of the wide range of our work – both thematically and geographically – so you can communicate and present with expertise to donors and prospects.
* Attend relevant networking groups, external events and meetings to make contacts and represent HI UK.
* Assist with the planning and delivery of high-quality cultivation events for prospects and donors.
* Any other activities commensurate with the level of the post, as may be required.

### Trusts, foundations and high net-worth individuals

### Update existing research and carry out new research to find our top trust, foundation and high net-worth individual prospects, prioritising six-figure and multi-year donors.

* Connect directly with targeted prospects through networks, introductions and events.
* Build relationships with prospects through personalised communications: face to face, on the phone and written.
* Deliver excellent relationship-management to existing partners and donors to ensure loyalty and year-on-year renewal.
* Produce high-quality and engaging proposals and presentations for meetings with prospects and donors.
* Write and submit approximately two high-quality proposals per month for five- or six-figure sums (multi-year donations preferable) from targeted trusts and foundations.
* Source information about each project’s impact and write and submit regular reports according to the agreement with each partner organisation or individual.
* Ethically screen our prospects, in line with our ethical standards and processes.
* Liaise with the Federal fundraising team in Lyon for project content.

**Other duties**

* Maintain a positive and collaborative working relationship with HI UK colleagues, the Federal fundraising and communication teams, and Major Giving counterparts in other HI national associations in Europe and North America.
* Ensure compliance with fundraising regulations and high standards.
* Keep up to date and adhere to any changes in legislation, regulatory procedures, innovation, best practice and industry standards in relation to private fundraising.
* Any other activities commensurate with the level of the post, as may be required by the Global Specialist in Major Giving.

**Conduct and safeguarding**

Respect and dignity of all the people we support and come into contact with are at the heart of HI’s approach. All employees, volunteers (including trustees), partners, suppliers and consultants working with HI UK are expected to adhere to our [Code of Conduct and related policies**.**](https://hi.org/sn_uploads/document/ID_CodeOfConduct.pdf)

Our commitment to safeguarding means we seek to ensure that no harm comes to people as a result of contact with the organisation’s programmes, operations or people. This means ensuring the safety and protection of groups, including children and vulnerable adults, with whom the organisation is in contact, establishing safe and respectful workplaces that are free from harassment, abuse and discrimination, and maintaining HI’s reputation and high standards by preventing, addressing and learning from instances of wrongdoing.

This post is Safeguarding Level 1, which means no DBS check is required (unless the content of the post changes*)*.

**8. PERSON SPECIFICATION**

We genuinely value diversity and are looking to build a team of people with a wide of range of personal and professional experience. If you don’t meet all of the criteria listed below, but feel you would be a good candidate for this role, please apply. If you would like an informal conversation about this, please do send us an email or call us – we would love to hear from you.

**Essential criteria**

* Experience in major giving fundraising or relationship management
* Customer- or donor-care experience
* A target-driven approach, with experience of hitting fundraising or sales targets
* Excellent communication skills and ability to build strong relationships with prospects and donors
* Ability to present information in an accurate, accessible and inspiring way for donors and prospects
* A collaborative and team-oriented approach
* Strong self-motivation
* Ability to work effectively in an international and multicultural organisation
* Willingness to travel and to work outside of office hours when necessary
* Good IT skills (Word, Excel, PowerPoint, Outlook, Teams)
* Good oral and written English
* Passion for improving the lives of the world’s most vulnerable people
* Commitment to creating and maintaining an inclusive and protective environment for everyone that comes into contact with the organisation

**Desirable criteria**

* Experience of managing relationships with, and raising funds from, high net-worth individuals
* Experience of writing successful funding proposals for five- and six-figure donations
* Excellent networking skills
* Experience of working in an international multi-cultural charity/organisation
* Lived experience of disability or from one of our countries of operation
* French-language proficiency

**APPLICATION PROCESS**

To apply, please send your CV and a covering letter by email or post. Please also complete our Diversity monitoring form online: https://forms.gle/uJZDKjHdS8z2uCyYA.

By email: recruitment.uk@hi.org

By post: Humanity & Inclusion UK (Recruitment), Romero House, 55 Westminster Bridge Road, London SE1 7JB

We also accept alternative ways of applying such as a video CV. If this is your preferred way of presenting your application, please contact us to ensure that this is submitted in the best format.

If you disclose a disability during your application process and you meet the minimum criteria for the role, we will contact you to discuss any reasonable adjustment you might need at the interview. However, if you have not disclosed, please be aware that any candidate invited for interview will be asked if any reasonable adjustments are needed. If you wish to disclose a disability please do so in your covering letter.

HI is a member of the inter-agency Misconduct Disclosure Scheme (MDS). In line with the principles of this scheme when we contact your referees, we request that they provide information in relation to any findings of sexual exploitation, sexual abuse and/or sexual harassment (‘Misconduct’) during the candidate’s employment or any allegations of this kind that were under investigation at the point that the candidate left their organisation.

## Closing date: 5.00pm 25th July 2025

**Interviews will be held:** Week commencing 4th August 2025

For further information, please contact Humanity & Inclusion UK on 0870 774 3737 or by email at [recruitment.uk@hi.org](mailto:recruitment.uk@hi.org).