



St John of Jerusalem Eye Hospital Group

Job Description and Person Specification

Title	Senior Major Donor Officer
Location	London
Reports to	Executive Director, UK
Hours	37.5 hours per week
Contract Type	Full-time, permanent
Flexible Working	Up to two days working from home per week
Start Date	1 st July 2026 (ideally)
Interviews	To be held, in-person, the week beginning Monday 18 th May 2026. If appropriate, second interviews will be conducted.

About Us

The St John of Jerusalem Eye Hospital Group (SJEHG) is a UK-registered charity delivering expert eye care to the people of the Holy Land, regardless of ethnicity, religion or ability to pay. It operates through two registered charities to provide services in East Jerusalem, the West Bank and Gaza.

Why Join Us

This is an exciting opportunity to play a pivotal role in growing a major donor programme that directly supports life-changing eye care services in the Holy Land. You will work closely with the Executive Director, UK (EDUK) and senior leadership, including the CEO and Trustees, to contribute to the long-term sustainability of a respected and impactful international charity.

As part of a small, ambitious and collaborative UK team, you will play a major role in shaping and developing the major donor programme, building meaningful relationships with supporters and seeing the tangible impact of your work on patients and communities.

General Statement of Duties

SJEHG has a loyal and committed donor base and is now seeking to significantly grow its major donor portfolio, focussing on high-net-worth individuals, corporates, and legacies.

Reporting to the EDUK, who retains overall strategic oversight of the major donor programme, you will be responsible for identifying, cultivating, soliciting and stewarding major donors, contributing to the wider fundraising strategy and delivering agreed income targets. Working closely with the EDUK, and other colleagues, the postholder will play a central role in strengthening and expanding SJEHG's high-value income streams.

This is a key role within a small, ambitious and high-performing team. The successful candidate will bring a proactive, strategic and relationship-led approach with a strong track record of securing high-value gifts.

Key Responsibilities

- Lead the delivery of SJEHG's major donor programme, focussing on high-net-worth individuals, corporates and legacies, in line with agreed strategic priorities.
- Research and develop a robust pipeline of past, current and prospective major donors.
- Build and manage a portfolio of high-net-worth donors and prospects, including those with potential for legacy-giving, delivering exceptional relationship management.
- Be accountable for achieving income targets agreed with the EDUK.
- Engage with senior stakeholders, including the CEO, Senior Management Team and Trustees, to strengthen donor relationships, supporting the solicitation of major gifts in partnership with the EDUK.
- Develop tailored engagement and stewardship plans based on donor motivations, interests and giving capacity, including identifying and developing legacy-giving opportunities.
- Coordinate the delivery and ongoing development of SJEHG's Friends scheme (regular giving programme), in consultation with the EDUK.
- Lead on the identification and development of legacy-giving opportunities within the major donor portfolio, contributing to the longer-term strategy.
- Lead on the effective use and ongoing development of Raiser's Edge to support donor management, segmentation, reporting and strategic decision-making; taking responsibility for the day-to-day upkeep of major donor records.
- Ensure all secured income is accurately recorded and reported to the Finance team in line with organisational procedures.
- Collaborate with colleagues in London and Jerusalem to ensure alignment of donor communications, campaigns and messaging.
- Develop compelling cases for support and bespoke funding proposals in line with agreed organisational priorities, in consultation with the EDUK and other colleagues, where appropriate.
- Contribute to financial planning by identifying funding opportunities and aligning donor strategies with organisational needs and priorities.
- Support the EDUK in developing relationships with UK and European St John Pories and Establishments, identifying and cultivating new major donor opportunities.
- Support and deputise for the Senior Grants & Partnerships Officer and Community Fundraising Officer as required, particularly in relation to high-value donors and partners.
- Represent SJEHG at events and external engagements, acting as an ambassador for the organisation.

Person Specification

Essential:

- Educated to degree level or equivalent career experience.
- 5 years + fundraising experience with a demonstrable track record of securing five and six-figure gifts from high-value donors (individuals, corporates and/or partners).

- Proven experience of building and managing relationships with high-net-worth individuals, senior stakeholders and/or corporates.
- Demonstrable experience of developing and managing donor pipelines, from prospecting to stewardship.
- Experience of using CRM systems (ideally Raiser's Edge) to manage donor data, segment audiences and support fundraising strategy.
- Experience of working to and achieving financial targets.
- Strong understanding of fundraising principles and best practices, including data protection.
- Highly-organised, proactive and self-motivated, with strong attention to detail and ability to manage multiple priorities.
- Highly proficient with Microsoft Office systems.
- Ability to work outside of contracted hours, as required.
- Ability to travel overseas, as required, and represent SJEHG at events and functions.

Desirable:

- Experience of fundraising within an international development or humanitarian context.
- Experience of developing fundraising strategies.
- Experience of engaging and supporting board members or other senior stakeholders in donor cultivation or solicitation.
- Experience of delivering donor engagement events and high-value fundraising activities.
- Experience of managing senior volunteers.

General Responsibilities for all staff:

1. All staff are expected to report for work on time and fulfil their hours of duty, from time to time some flexibility may be required in order to meet the needs of the job and this may be outside regular hours of work.
2. Staff of SJEHG who do not have a uniform are expected to wear appropriate business dress. Jeans are not considered appropriate attire. Visits to the Hospital in Jerusalem and other Hospital sites require consideration to more modest dress.
3. Smoking is only permitted in the designated smoking areas and only during official break periods.
4. All staff will abide by confidentiality rules and will not disclose any information on the workings of the Hospital Group, the staff or patients, except in certain circumstances where express permission is given as per the Confidentiality Policy.
5. Staff are expected to comply at all times with the requirements of Health and Safety regulations and to take responsibility for the health and safety and welfare of others in the working environment, ensuring that agreed safety procedures are carried out to maintain a safe environment.
6. SJEHG is committed to equality, and all staff are expected to treat colleagues, and visitors with dignity and respect, regardless of their ethnic background, religion, race, gender, age or sexual orientation.

7. All staff are expected to familiarise themselves with the requirements of the Hospital Group policies and procedures for staff.
8. All appointments are subject to pre-employment health screening.
9. The job description gives a general outline of the duties of the position and is not intended to be an inflexible or finite list of tasks. It may be varied, from time to time, after consultation with the member of staff.
10. Any other duties as designated by your manager and which are commensurate with the grade.