

Major Gifts and Philanthropy Events Officer - Maternity Cover

Interim role – maternity cover until June 2027

Line manager: Major Gifts Manager

Location: London, 120 New Cavendish Street, W1W 6XX

Time: Full time (35 hours/week): minimum of 3 days/week in the office

Salary: £33,000 - £36,000

Description of role

This role sits within the Philanthropy team at Cure Parkinson's and is focused on supporting our Development Board and delivering philanthropy events.

The Development Board was set up in 2021 and is a group of eight well connected individuals across several industries who all want to use their networks to support Cure Parkinson's income generation. We have plans to expand the membership of the Development Board. They have been the driving force between two Cure Parkinson's major events, the Grand Cru.saders Banquet and An Evening at the Roundhouse.

An Evening at the Roundhouse: In October 2024 we held a fundraising gala event for over 350 guests at the Roundhouse in Camden. The evening was hosted by Edith Bowman and Simon Mayo and included performances from Emeli Sandé and Peter Andre. We raised over £500,000

Grand Cru.saders Banquet: The Grand Cru.saders are a new group of philanthropic wine enthusiasts with a mission. To join each member pledges a case from their cellar to be auctioned in support of Cure Parkinson's at an annual dinner. Their inaugural event took place in September 2025 and raised over £160,000. Over the next 18 months we have plans to build on the success of these events, delivering the second Grand Cru.saders Banquet in September 2026 and a gala in Spring 2027. This role will be a vital part of the team making this happen.

Your key responsibilities will be to:-

- Provide excellent admin support and stewardship to the Development Board

- Curate and deliver stewardship to members of the Grand Cru.saders
- Deliver small cultivation events for the philanthropy team
- Lead on delivery of the Grand Cru.saders Banquet in September 2026
- Support delivery of a Cure Parkinson's Gala in Spring 2027

Development Board

- Be the day-to-day point of contact for Development Board members, ensuring they are fully supported in the individual pieces of fundraising they are undertaking.
- Work alongside senior management to deliver exceptional stewardship to the Development Board.
- Organise quarterly meetings of the Development Board and produce subsequent minutes.
- Work across the organisation to ensure opportunities to engage the Development Board in fundraising are maximised.
- Ensure Development Board members are fully supported in individual pieces of fundraising they are undertaking.
- Work closely with the finance and admin team to ensure all income is accurately recorded.

Philanthropy Events

Cultivation events are a crucial part of the philanthropy team programme. Part of this role will be organising small events that give the team the opportunity to engage with supporters and bring them closer to our work.

Alongside the Major Gifts Manager this role will also focus on delivering two major events driven by the Development Board, with the support of an external events agency.

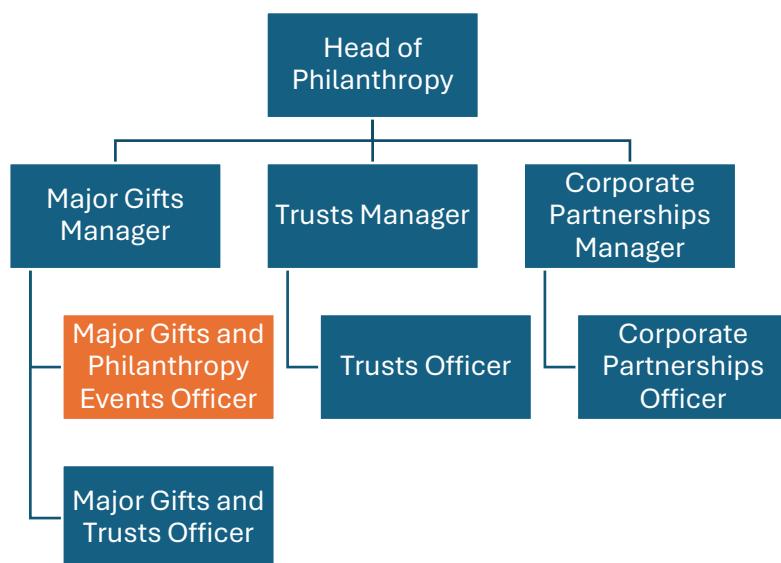
Grand Cru.saders Banquet, September 2026

- Day to day point of contact for the Grand Cru.saders committee, organising meetings and keeping them updated on event progress.
- Lead internally for Philanthropy on liaising with the event agency on event delivery and logistics of the Grand Cru.saders.

- Liaise with members of the Grand Cru.saders and their guests to ensure a seamless event experience.
- Work with the Grand Cru.saders to build a high-level wine focused auction and maximise other ways for attendees to give.
- Work across the organisation to ensure the event is delivered to the highest standard including with brand, finance and admin.

Gala 2027

- Support the Major Gifts Manager and Head of Philanthropy to work with the event agency on planning, event delivery and logistics.
- Build sponsorship packages and work with Corporate Partnerships team to secure sponsorship.
- Liaise with a range of supporters for the gala event, including guests, sponsors, auction donors, gift in kind donors.
- Work across the organisation to ensure the event is delivered to the highest standard including with brand, finance and admin.

Position in the Team

Skills, Knowledge and Experience

We are looking for someone for this role who has experience, within or outside the charity sector, of delivering personalised relationship management and events.

To excel in this role, you will need to have

- Excellent attention to detail
- Excellent written communication skills with the ability to adapt your writing for different audiences and needs. In this role you will translate complex scientific information into engaging lay content for supporters, write copy for events collateral and produce minutes of Development Board meetings.
- Strong face to face interpersonal skills, including the ability to sensitively communicate with people living with Parkinson's.
- Strong planning and organisational skills to support successful delivery of major events and your own workload.
- Confidence to work directly with senior stakeholders both internally and externally.
- IT literacy, particularly focusing on word, excel and CRM databases.
- An understanding of the principles and methods of major donor fundraising.
- Strong time management skills to meet deadlines, and balance different tasks.
- Able to work independently when needed, while also being a supportive team player.

And it would be desirable if you have:

- Some experience (paid or voluntary) in fundraising, events, or community activities.
- An interest in the charity sector, or community engagement.
- Experience helping to organise events or projects, either in work, study, or volunteering.
- Familiarity with using a database or CRM system (training can be given).

Things we all do

- Support CP events and activities as required, which will include occasional evening and weekend work
- Be an effective ambassador for the charity
- Develop an in-depth understanding of our work
- Take on other reasonable tasks, as required

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder

Hours of work and holidays

Your normal working hours shall be 9.30am until 5.30pm, Monday to Friday, with an unpaid lunch break of one hour. The Charity offers a flexible start time between 8.00am and 10.00am however you must work your full contractual hours each day. However, it should be noted that some events will take place over weekends and Bank Holidays when your presence will be required, which will be compensated with time in lieu. We give 28 days' holiday three of which must be taken over Christmas, plus bank holidays.

Pension scheme

After three months you will be entitled to join Cure Parkinson's auto-enrolment pension scheme to which the charity contributes 3% to 8% based on length of service.

Diversity

Cure Parkinson's recognises the importance of diversity and encourages people from any background to apply for this role, provided they have suitable experience and ability as indicated in this specification.