

**Job Description & Person Specification**

**Job Title:** Head of Fundraising

**Responsible to:** Chief Executive

**Salary:** £43,000 pro rata (3 days a week)

**Main Purpose of the Role:** To develop and implement the charity’s fundraising strategy and spearhead the diversification of income streams, with a particular focus on grant makers, corporate support, events and community fundraising.

**Hours:** 21 per week (0.6 FTE)

**Location:** 1 Thorpe Close, London, W10 5XL

**Annual Leave:** 25 days per year plus bank holidays (pro rata) + up to 3% matching pension

**Line management responsibility:** To manage the Fundraising and Special Projects Assistant and any fundraising volunteers

**Contract:** 1 Year with possible extension dependent on funding

**Job Description - Key Tasks:**

1. To lead fundraising at the charity and be responsible for establishing and implementing fundraising strategy and achieving income targets
2. To lead the diversification of the charity’s income away from reliance on statutory sources by developing new, additional income streams
3. To prepare an agreed case for support, which will underpin all fundraising activity at the charity
4. To be responsible for grant fundraising activity, encompassing trusts and foundations, National Lottery and statutory grant makers (where applicable), including researching funders, drafting project materials, preparing funding applications, stewarding donor relationships and reporting to funders
5. To lead the development of corporate partnerships, supported by the Fundraising Officer, including the development of sponsorship packages and materials, the researching of potential corporate partners and taking the lead in approaching and pitching to them
6. To support the Fundraising Officer in the planning and implementation of community fundraising activities, including the charity’s own events and third party events
7. To monitor the progress of fundraising and maintain and update the fundraising strategy on an annual basis
8. To prepare regular fundraising reports for the CEO and Trustees
9. To advise and support the CEO and Trustees in all matters relating to fundraising
10. To represent the charity at fundraising events and third party events, including speaking to local groups, as required
11. To champion fundraising internally and to seek to develop a fundraising culture across the charity, so that it is owned by staff, Trustees, clients and volunteers
12. To oversee the selection, planning, implementation and maintenance of a fundraising database to store the contact details of all prospects and donors, with their contact details and giving histories
13. To ensure that the charity’s fundraising and marketing activities comply with the Fundraising Code, as published by the Fundraising Regulator, as well as with the requirements of GDPR
14. To be in charge of copy writing fundraising and marketing materials, including both traditional print and web copy
15. To maintain their knowledge of current fundraising practice on an ongoing basis
16. To network effectively for the charity within the borough and further afield where relevant
17. To comply with all stated policies of the charity, including Equality of Opportunity, Health and Safety, data protection and others as may be required
18. To undertake such other reasonable tasks as may, from time to time, be deemed necessary by the CEO or Trustees
19. To be available and willing on occasion to work at evenings or weekends, when required (for which time in lieu will be granted)

**Person Specification**

1. Educated to degree level
2. Experience of effectively working to and meeting income and expenditure budgets and targets
3. Excellent communication and written skills
4. A high level of numeracy and literacy required
5. At least three years’ paid fundraising experience, including experience of trusts and foundations and other grant makers
6. Additional fundraising experience in the areas of corporate, events and community fundraising preferred
7. Demonstrable experience of successfully raising core funds required
8. A creative and innovative thinker with the ability to research, develop and successfully implement new fundraising initiatives
9. Strong administrative, organisational and research skills, including accurate keyboard skills and a good understanding of Microsoft Office packages and use of databases
10. The ability to prioritise demanding workloads and work under pressure to meet strict deadlines
11. A positive attitude with a ‘can do’ approach and the ability to work under your own initiative and ‘go the extra mile’
12. Willing to undertake additional responsibilities in line with the development and needs of the charity
13. A flexible team player, able to work well with volunteers, colleagues, senior management and Trustees
14. Smart, reliable and punctual