

Job title: Head of Fundraising

Department: Fundraising

Location: The post is based at Challengers Head Office in Guildford, GU1 1TU with flexible working options

Reports to: Chief Executive Officer

Pay scale: £40,000 to £50,000

Budget responsibility: Fundraising

Line management responsibility: Trusts Manager, Partnerships Manager, Community & Events Manager

Liase with: Working with a wide variety of stakeholders both internal and external.

Main purpose:

The Head of Fundraising directs all aspects of Challengers fundraising strategy. Key income streams are Trusts, Foundations, Corporate, Community, Events, Individual Giving and Major Donors generating £900K per annum with an ambition to grow this to £1.2m in the next two years. The Head of Fundraising will lead a small, creative and dedicated team and provide the necessary vision, leadership and fundraising skills to enable Challengers to achieve its targets.

The Head of Fundraising has overall responsibility for generating strong, consistent and sustainable levels of funding from a variety of income sources. The post-holder will develop a comprehensive fundraising strategy, to align with Challengers organisational direction working closely with colleagues in Communications & Marketing to build an engaging case for support.

As an active member of the Senior Leadership Team (SLT), you will also work collaboratively with your peers, to lead a culture of ambitious achievement and will play an instrumental role in implementing change and developing our organisational direction and accompanying strategy.

We are looking for an ambitious, passionate and strategic leader who brings a track record of securing sustainable income from a range of sources. You will have a solid understanding of different income streams, including Local Authority funding. Using an insight-led approach to develop key audiences and deliver excellent stewardship and long-term value you will have an agile approach to fundraising.

Duties and responsibilities:

Senior Management & Leadership:

- Play an active role, alongside SLT colleagues to lead the long-term strategic direction of Challengers.
- Be the organisational lead for fundraising, maintaining intelligence on latest trends and opportunities, as well as legislation to ensure Challengers adheres to best practice, and can mitigate against financial and reputational risk.
- Lead on developing wider staff understanding and buy-in to embed a culture of collaborative fundraising across the organisation.
- Be a proactive ambassador and primary spokesperson for Challengers.

Income Generation:

- Develop and implement an ambitious integrated fundraising strategy to align with and help deliver Challengers organisational direction.
- Personal income targets of £100K in the first year, growing thereafter.
- Implementation of the fundraising operational plan to ensure annual revenue and project targets are met and risks are effectively identified, managed and mitigated.
- Work with the CEO and Head of Finance to explore new models of funding.
- Working with Business Development Manager on Local Authority Tenders
- Recommend how Challengers should invest its resources to strengthen, diversify and grow its income.
- Direct the team, and wider organisation to deliver excellent stewardship and relationship management to ensure consistent messaging and account management to sustain strategic partnerships that support income growth

Team Management & Development:

- Line manage, mentor and coach the Fundraising team so that they develop in their respective individual roles and function effectively as a high-performing team.
- Liaise with the Head of Finance to agree on departmental and project budgets, monitor financial performance against targets, and reforecasting where necessary. Set and control an annual department budget.
- Set team and individual objectives, key performance indicators and development goals and work with the team to monitor progress against performance through regular 1 to 1s, team meetings and annual appraisals.
- Empower and build the confidence of the team to explore new funding and business development opportunities, providing strategic guidance and support where necessary.
- Undertake recruitment when necessary to ensure that consistent resource is in place, clear about their role and responsibilities, as well as supported and motivated to excel in their jobs.
- Collaborate with your team to design and develop innovative new funding proposals in response to specific calls for funding.

Duties and responsibilities (continued):

Governance & Compliance

- Ensure that Challengers meets all contractual requirements set by donors and strategic funding partners and support high quality reporting on funding commitments.
- Ensure that Challengers fundraising, and communications activity is compliant with the Fundraising Regulator's Codes of Practice, the Charity Commission, as well GDPR and all other relevant regulatory bodies.
- Oversee the development of robust and compliant systems for the collection of content, data and photographs ensuring consent is sought where applicable, and GDPR guidelines are met.
- Take responsibility for ensuring all fundraising and communications activity adheres to Challengers Safeguarding policy.
- Carry out any other reasonable duties as specified by the CEO to support the work of the Challengers ethically, legally and sustainably.

Ability to travel for business including being able to transport charity materials for events is required. Some evening and weekend work will be expected.

Person Specification:

Essential:

- Experience of developing and implementing effective fundraising strategies.
- Proven record of personally securing five-figure gifts and meeting income targets.
- Experience of prospect research and management.
- Experience of developing robust stewardship plans to build long term relationships with key funders and supporters.
- Strong project management skills, planning and forecasting, performance analysis and ability to understand project budgets.
- Experience in using a CRM database and fully competent with Office 365.
- Significant fundraising experience across a broad funding portfolio within the charity sector
- Experience of business development in a Local Authority Commissioned environment.
- Evidence of establishing and cultivating strong donor relationships that have delivered substantially increased income.
- Financial literacy, with experience of developing and delivering budgets and interpreting numerical data, and the ability to present information accurately and accessibly.
- Sound working knowledge of the principles and application of the fundraising code of practice, Charity Commission regulations, GDPR, other applicable legislation and best practice.
- Understanding and empathise with the Social Model of Disability

Desirable:

- Experience in the development of an individual donor programme including donor marketing is also an advantage.
- Evidence of developing and growing Major Donor relationships