



Job Title Head of Fundraising
Contract Part time, permanent contract
Location South West London

For an informal and confidential discussion about the role, please contact our recruitment partner:
Carroll Lloyd, Director, NFP Consulting

T: 07765 001 033

E: carroll.lloyd@nfpconsulting.co.uk

Application is by way of a CV and a Supporting Statement.

How to apply

Apply online at www.nfpconsulting.co.uk/executive/job/21104

Closing date: 10.00 a.m. Thursday 2nd December 2021

Selection and timescales:

There is a two stage selection process.

First Interviews: Thursday 9th December 2021 (virtual)

Second interviews: Monday 13th December 2021 (face to face)

The format of the interviews will however, be determined by the COVID-19 guidelines and restrictions that apply at the time.

Accessibility:

Please let us know if you have any special requirements which we might need to consider in relation to the selection process, e.g. attending interview. Any requests will not be taken into account in the selection process.



Introduction

St Michael's Fellowship exists to give children and their families the best chance in life. We believe that no child should be at a disadvantage because of the circumstances of their birth. We work directly with parents to help them provide for their child's physical and emotional welfare. We aim to help children become healthy, confident and financially independent citizens. We work with families in residential houses and in the community in Lambeth, south London. We are a local charity but our work with children and families has national influence through partnerships with universities and other charities.

We currently work directly with more than 250 vulnerable families every year. At our residential centres, we offer an expert opinion to help give each child the best chance in life. The services and programmes we provide are at the heart of St Michael's Fellowship. We aim to break intergenerational cycles of poverty and underachievement so that children may be healthy, confident and financially independent adults.

We work holistically, offering parents practical, therapeutic and emotional support tailored to their individual needs, taking account of their changing circumstances. There is no 'one size fits all'. Our support can be straightforward such as helping a young mother update her CV; or it may be much more complex for young parents with issues reaching back into their own childhood.





Job Description

Job title:	Head of Fundraising
Reporting to:	Director of St Michael's Fellowship
Responsible for:	Communications & Development Officer
Salary:	£42,824-£50,467 pro rata
Hours per week:	32 hours per week (FTE = 39 hours)

Main purpose of the role

The main purpose of the role is to develop an income generating/fundraising strategy, and secure income from a variety of sources including trusts and grant giving bodies to achieve the charity's strategic objectives.

To contribute to overall charity management as part of the Senior Management Team.

Duties and responsibilities

Delivering the fundraising strategy

- Reviewing the needs of the organisation based on the strategic plan with the Director and Accountant
- Ongoing development and delivery of fundraising strategy to secure resources to meet set targets
- Monitor income against forecasts, address any areas of under-performance

Fundraising

- Trusts & Statutory
- Identify suitable projects and make a compelling case for support
- Research, develop and submit funding applications
- Maintain strong relationships with existing Trust and statutory funders
- Build excellent relationships with new funders

- Ensure all reporting requirements are fully met

Individuals

- With the communications officer, manage an Appeal during the year
- Research and recommend further activities to increase donor support

Statutory

- To support the Director where necessary in completing tenders to local authorities or government departments

Community

- Work with the Communications & Development Officer and non-fundraising staff to raise awareness and support in the local community.

Managing the team

- Day-to-day management of the communications & development officer, ensuring they are motivated, supported and enabled to achieve their targets and work collaboratively as required to meet the needs of the organisation
- Supervision and appraisal in line with policies and procedures
- Act as an expert adviser on fundraising to the organisation including awareness of relevant legislation.
- Manage the work of any fundraising interns or external specialists

Develop and maintain relationships with funders

- Work with the Director and Trustees to identify which relationships are held by whom. Monitor and ensure all appropriate contact is ongoing and relationships developed.

Contributing to the development of the organisation

- As part of the Senior Management Team you will contribute to the strategic and operational management of the charity
- Ensure the work of the fundraising team is integrated into the charity's plans, and that there is effective communication at all levels between teams
- Be a member of the Fundraising sub-committee

Marketing

With the communications and development officer:

- Develop the communications and marketing strategy for the charity
- Ensure all marketing materials are of the highest quality, reflect St Michael's Fellowship brand and values, are appropriately used, and kept up to date
- Take responsibility for website content and effectively liaise with the company managing the website

Planning, monitoring and reporting on performance

- Set a workplan for fundraising against targets.
- Monitor and report on performance

- Report to the Director and Trustees as required
- Manage the budget for fundraising and communications and report on spend
- Produce an annual Impact Report and distribute to key stakeholders

Supporting the effective governance of the charity

- Report to and advise the Board on fundraising matters as required
- Stay abreast of legal and best practice developments within fundraising, to ensure the charity meets all legal and other appropriate standards in its fundraising activities, and that the Board is advised of these as appropriate

Other duties

- Ensure that all the work is carried out in accordance with St Michael's Fellowship equal opportunities, confidentiality, data protection and health and safety policies
- To undertake such other duties as the Director may from time to time reasonably be required to make



Person specification

Essential requirements - knowledge/skills/experience

1. Demonstrable track record of fundraising from a variety of income streams including trusts and foundation.
2. Experience of devising, implementing and evaluating fundraising strategies
3. Experience of establishing, maintaining and developing relationships with grant making trusts, including the development and delivery of successful bids.

Desirable

1. Experience of major donor, events (e.g. marathon) and/or corporate fundraising
2. Experience of the children and family voluntary sector
3. Experience of securing unrestricted income
4. Experience operating at a senior level in charity fundraising
5. Experience of managing people to enable them to achieve their potential
6. Educated to degree level, or graduate calibre
7. Excellent knowledge and use of digital, including social media

Personal attributes

- Outstanding written and spoken English
- Outstanding interpersonal skills for both workplace and social fundraising contexts
- Enthusiasm, flexibility, energy and commitment

- Focused and ambitious, driven to exceed targets, with a readiness to seize new opportunities and ideas
- Well organised and methodical, experience of and ability to deal with stressful situations and competing demands
- Highly numerate, sufficient for developing, budgeting and reporting fully-costed fundraising proposals
- Ability to work as part of a team and on own initiative
- Willingness to work occasional unsocial hours

- **Terms and Conditions**

- Incremental increases, when entitled and possible, occur on 1st April. A cost of living increase is awarded when possible. Contributory personal pensions are available under the auto-enrolment scheme.
- After a period of three years' service an employee can join St Michael's pension scheme with an employee minimum contribution of 6% and an employer minimum contribution of 8%.
- Five weeks plus Bank Holidays and 2 St Michael's days, increasing to six weeks after five years' service.

Supportive Culture & Additional Benefits

We provide a pleasant working environment and we value views of staff to bring about change. We support and enable staff within a culture committed to providing opportunities for personal and professional learning and development. They include:

- Regular supervision
- Support from an experienced trustee involved in fundraising
- Training to enhance career development
- Team building and support days
- Massage monthly on site

We also offer:

Opportunities for staff to develop new skills

We are able to offer some flexibility around working hours

This post will give the successful applicant some unsupervised access to vulnerable adults and children. The offer of appointment will be subject to at least two satisfactory references. You will also be subject to an enhanced check through the Disclosure and Barring Service given you will have unsupervised access to vulnerable adults and children.



Thank you for your interest!