**HEAD OF FUNDRAISING**

**JOB DESCRIPTION AND PERSON SPECIFICATION**

35 hours, London office (permanent)

£43,000-£48,000

**Job Purpose:**

The head of fundraising will lead a small and dedicated team of fundraisers to provide vision, leadership and strategic direction to enable Kidscape to achieve its fundraising targets and support its operational goals. They will have substantial fundraising experience at a senior level, strong leadership skills, a talent for building relationships and a proven track record in setting and achieving income targets.

**Reports to:** CEO

**Responsible for:** Fundraising Officers (1 full time, 1 part-time), freelance staff, fundraising volunteer/s

**Budget responsibilities**: Management of fundraising budget and fundraising income targets of £500k +

**Duties and key responsibilities**

* Generate significant multi–year core funding opportunities for Kidscape. Identify and develop new income streams and mechanisms to maximise fundraising income.
* Create and deliver a new fundraising strategy for Kidscape to secure sustainable income growth against agreed targets from a variety of income streams including public sector, corporate, trusts and grants, legacies, major donors, individual giving, events and digital.
* Lead the fundraising team, develop practices to enable the regular review of fundraising performance against the approved budget and proactively implement corrective measures when required.
* Ensure that a comprehensive and integrated donor journey is in place to make the most of its assets to maximise fundraising opportunities and develop its active supporter base.
* Work closely with the Board of Trustees, the CEO and Senior Leadership Team to carefully monitor progress and manage risk.
* Produce management information through report structure which is quantifiable, including but not limited to income forecasts, staff performance, donor satisfaction and expenditure budget. Embed current and emerging best practice and competitor analysis.
* Maintain a comprehensive and up to date knowledge of all relevant legislation, policies and procedures.
* Ensure that all activities meet with Fundraising Regulator, Charity Commission and other relevant statutory obligations and best practice including the Institute of Fundraising’s code of conduct and GDPR.

**General Responsibilities**

* Clear passion for the work of Kidscape and the children and families we support.
* Be a positive, vibrant and supportive member of the team.
* Represent and be an ambassador for Kidscape.
* Be flexible and carry out other associated duties as may arise, develop or be assigned in line

with the broad remit of the position.

* Support and promote diversity and equality of opportunity in our work.
* Work collaboratively with others who share our purpose.

This job description does not form part of your contract of employment and can be amended from time to time as the needs of the organisation require.

**PERSON SPECIFICATION**

**Essential requirements**

* An ability to demonstrate successful fundraising in the charity sector – preferably in a corporate and/or major gift fundraising role.
* Demonstrate the skills and experience to develop and implement a fundraising strategy
* Experience of designing effective fundraising processes including pipeline management and successful stewardship.
* Experience of generating income through cultivating fundraising relationships.
* Excellent interpersonal skills including the ability to negotiate with, influence, network and work effectively with external agencies at all levels.
* Highly numerate with experience of managing pipeline and budgets.
* Demonstrate excellent leadership experience.
* Demonstrate excellent communication skills, both written and verbal.
* A passion for Kidscape’s vision and mission
* Demonstrable time management and organisational skills.
* Excellent IT skills, skilled at using a fundraising database and experienced in using cloud-based technology.
* Be prepared to undergo DBS records check prior to commencing employment.
* Eligible to work in the UK.

**Desirable requirements**

* Membership of the Institute of Fundraising
* Career qualification from the Institute of Fundraising such as the Diploma in Fundraising and Advanced Diploma in Fundraising would be an advantage.

Kidscape is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.