

**HEAD OF FUNDRAISING**

**JOB DESCRIPTION AND PERSON SPECIFICATION**

35 hours, London office, flexible working will be considered

£36,000

**Job Purpose:**

The Head of Fundraising will ensure Kidscape achieves its fundraising targets and therefore achieves its operational goals. They will have substantial fundraising experience, 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 volunteers

Budget responsibilities: Management of fundraising budget and achieving fundraising income targets of £500K + p.a.

**Duties and key responsibilities**

* To lead on the development and implementation of the fundraising strategy with support from the CEO and fundraising sub-committee, capitalising on existing opportunities and securing sustainable income growth from a range of income streams including corporate and charity of the year partnerships, large grants, major donors, special events, trusts and general fundraising.
* Deliver all major fundraising activities in support of the strategy; including acting as the main contact for all fundraising supporters.
* Establish and manage the donor journey to provide excellent supporter experience, maximising fundraising opportunities and developing the 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 structures which are quantifiable, including but not limited to income forecasts, volunteer performance, donor satisfaction and expenditure against 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.
* Ensuring 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**

* Passion for the work of Kidscape and the children and families we support.
* Enthusiasm and willingness to work in a small team in a fast-paced environment.
* A self-starter; reliable, committed, hands-on, and motivated.
* A confident, effective communicator able to create and develop relationships with a range of different people.
* Be flexible and carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the position.
* Committed to diversity and inclusion and upholding organisational values.
* 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**

* A track record of raising c.£500K p.a. from a variety of sources including, but not limited to, corporates, communities and trusts/foundations.
* Proven ability to develop and implement a fundraising strategy.
* Experience of designing effective fundraising processes including pipeline management and successful stewardship.
* 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 budgets.
* Experience of supervising and motivating others.
* Demonstrate excellent communication skills, both written and verbal.
* A passion for Kidscape’s vision and mission.
* Demonstrable time management and organisational skills with the proven ability to manage multiple strands of work at one time and at pace.
* Strong IT skills, skilled at using a fundraising database and experienced in using cloud-based technology.
* Eligible to work in the UK.

***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.***