

Job description:

Post Title:	Head of Fundraising
Salary:	£31,980
Contract:	40 hours a week
Responsible to:	Deputy Director/Director of Programming
Responsible for:	Fundraising Officer
Probation period	6 months

Job Purpose: to direct and develop Chapter's Fundraising programme

The Head of Fundraising will create and lead on the implementation of a dynamic fundraising strategy. This will maintain and develop a mixed funding portfolio from major donors, corporate, individuals, trusts and foundations, statutory sources and public giving.

Working closely with the Strategic Management Team and reporting to the Director of Programme, the Head of Fundraising will motivate, develop and enable a strong entrepreneurial and fundraising culture, working across the wider teams to support the programme and business needs of the arts centre.

The successful candidate will have substantial fundraising and management experience, a talent for building relationships and a proven track record in securing funds from multiple sources. Experience in development of an individual donor programme including donor marketing is also an advantage.

Main responsibilitiesStrategy and Planning

Create and lead the implementation of Chapter's Fundraising Strategy in line with the Business and Capital Plans and annual targets set by the Strategic Management Team.

Identify and research potential new income streams and devise strategies to access these funds.

Develop Chapter's presence in the private sector and elsewhere to raise awareness of the organisation and its mission and reach.

Fundraising

Work with Programme and Learning team to identify suitable funding opportunities to align with the overall strategy.

Increase voluntary income from existing Chapter supporters, business supporters and donors by identifying and implementing new and imaginative fundraising opportunities and activities.

Write persuasive applications and design effective campaigns to reach a range of potential and current donors.

Carry out effective evaluation with funders following completion of projects and/or as required in the funding cycle

Develop and maintain the individual donor programme

Develop and maintain the Friend's scheme

Prepare business plans, project plans (including events, building work) funding applications (to trusts, sponsors, public bodies), correspondence and communication with members of the public and other administrative duties that are required.

Run large-scale events to attract new money and to recognise existing support.

Liaise with marketing staff over the creation and distribution of fundraising material, communications, etc.

Write and manage the production of a range of printed and electronic material to support the fundraising programme.

Represent Chapter at external meetings and contribute to relevant management meetings.

Provide analysis and recommendations for all aspects of fundraising.

Liaise with other organisations (A&B, Chamber of Commerce, other arts and voluntary sector organisations) to promote Chapter.

Manage practical aspects of fundraising campaigns using different techniques, including internet, telephone, direct mail and direct contact.

Maintain and develop fundraising database.

Carry out guided tours to funders and other parties.

Daily running of the fundraising office.

Financial Planning and Budget Management.

Produce and manage cost-effective budgets to achieve action plans.

Develop and maintain income and expenditure tracking and evaluation systems.

Ensure the fundraising department is kept within budget.

Line management of fundraising staff. Please note that the Fundraising Officer role is currently vacant so the successful candidate will have the opportunity to develop their Fundraising team.

Agree objectives and work plans.

Manage workload and performance of team through regular discussion.

Plan and implement personal development programmes for team members in all relevant skills.

Undertake and action annual performance reviews.

Person Specification

Essential Experience

Significant experience in a similar role.

Demonstrable track record of strategic fundraising.

Successful and relevant achievement in a comparable organisation.

Proven track record of meeting challenging income targets.

Proven ability to build, manage and develop key stakeholder, client and donor relationships.

Proven track record in fundraising that has directly resulted in increased income for an organisation.

Essential Skills and Knowledge

Track record of bringing innovative creative thinking and fresh ideas to an organisation.

Knowledge of the fundraising environment and of a range techniques and disciplines which will support the generation of income.

Excellent and convincing communication skills with the ability to present and convey complex ideas and issues clearly and coherently

Highly self-motivated and able to work under own initiative.

Commitment to Chapter's core values.

Essential Aptitude

Ability to work flexible hours.

Energy, enthusiasm and commitment to work hard and achieve ambitious targets.

Ability to communicate in the Welsh language (desirable).

Qualifications

Educated to degree level or with equivalent relevant work experience.

Evidence of Continued Professional Development relevant to the role purpose and level.