



Head of Philanthropy

Appointment Brief

October 2024

If you require these details in a more accessible video format, please email
recruitment@dfnprojectsearch.org

Introduction

Everyone deserves the right to aspire to the very best future – yet nationally only 4.8% of people with special educational needs and disabilities go on to secure full-time paid employment. There is now a pressing need for change and intervention to ultimately improve the life outcomes of young adults with a learning disability, autism spectrum condition, or both.

At DFN Project SEARCH we work hard to challenge and change cultures, demonstrating how young adults with a learning disability, autism spectrum condition, or both, can enrich the workforce, bring incredible skills and talent, encourage greater diversity and meet a real business need.

Our vision and ambitions are simple; to eradicate the postcode lottery and ensure that everyone with an Education, Health and Care Plan has the opportunity to access high-quality transition to work support and training in their local area.

Our business partners often tell us that working with us can dramatically improve performance and retention, whilst also improving skill level across their business. Further benefits include enhanced local, regional, national and international engagement and recognition through partnering with this unique programme.

We really believe that the valuable work we are doing at DFN Project SEARCH is having a positive impact on society. It is widely agreed that employment improves health and wellbeing. Transitioning people from education straight into competitive employment saves money for health and social care by around £2 million per person. Our graduates become net contributors rather than recipients of adult social care and health services.

We are on the journey to achieving social justice for people who have been frequently marginalised from the world of work; communities are becoming more inclusive and people with learning disabilities more visible. We still have a big job ahead of us though and we need an exceptional team to tackle it.

The young people we aim to serve – and the challenges they face - are all unique. We are looking to build a team that reflects this diversity. Our commitment to inclusion across disability, race, gender, age, class, religion, identity, and experience forms the cornerstone of our work.

If you are driven by a desire to help young people improve their life chances we want to hear from you. In return we can offer you a supportive working environment, the reward of working to support an incredible talent pool of young people, and the opportunity to play a transformational role in the labour market for young people at a critical moment in time.

Who We Are

DFN Project SEARCH is an international transition to work programme, committed to transforming the lives of young adults with a learning disability, autism spectrum condition, or both. The programme started in 1996 in the USA and today Project SEARCH has over 650 licensed programmes spanning 47 US states, 9 countries and in multiple public and private sector industries.

DFN Project SEARCH holds the Master Franchise Agreement for Project SEARCH programmes in the UK, Ireland and Iberia and our unique programmes include those that have been established in England, Ireland, Portugal, Scotland, and Wales in various prestigious employers such as hospitals, local authorities, universities, laboratories, and a variety of private sector businesses. DFN Project SEARCH will have nearly 200 programmes across the UK, Ireland, and Iberia from September 2024.

On average 60% of our graduates move into paid employment of more than 16 hours per week compared to the UK average of 4.8% for people with a learning disability, autism spectrum condition, or both in employment of any kind. This provides these young adults with the freedom of choice to lead more happy, healthy, and fulfilled lives because they have an equal opportunity of financial independence through securing full-time, paid work. It's also good for society as a whole, helping to shape and build communities.

The DFN Project SEARCH offer:

- A pathway that can lead to sustainable paid employment for people with an **Education Health and Care Plan (EHCP)**
- Full-time supported internship at a host business - 800 hours of marketable skills acquisition
- A focused employability curriculum delivered from the workplace
- Groundbreaking opportunities to learn with prestigious employer partners
- Combination of tutors and trained job coach support

A Team of Teams:

We believe that a collaborative approach between businesses, local authorities, colleges, and schools and supported employment providers; partnered with our evidenced-based DFN Project SEARCH supported internship programme, can be a force for transformative change in the lives of thousands of young adults with a learning disability, autism spectrum condition, or both. Learners with an Education, Health and Care Plan remain on roll at their school or college but are based full-time with a host business. They are supported through three 10-week rotations across the host business whilst also studying for an employability qualification.

Our Origins

The DFN Foundation was established by city financier David Forbes-Nixon who has a son with learning disabilities. He became aware of the lack of effective provision to meet his son's needs and that of other young people like him and was determined to try and make a positive difference. He initially launched the DFN Foundation to create significantly improved provision at Undershaw School in Surrey. However, his research into best practice led him to discover the appalling lack of employment opportunities for young people with special needs. After spending a year researching best practice, the DFN Foundation concluded that Project SEARCH was the most effective supported internship programme in the world and became its partner when they secured the master franchise agreement for DFN Project SEARCH in 2018.

In 2019 DFN Project SEARCH became a Registered charity and is now independent of the DFN Charitable Foundation. We have a highly driven Board of Trustees, an ambitious business plan and targets for growth.

Role Description

- Job Title: Head of Philanthropy
- Salary: £50,000 – 55,000
- Work pattern: Full Time (permanent)- 9am to 5.30pm, Monday to Friday (some evening and weekend working will be required)
- Location: Home based but within easy travelling distance of London for meetings and events and ability to travel elsewhere in the UK
- Benefits: 25 days holiday (plus bank holidays), pension, company mobile phone and laptop, and reimbursement of travel and subsistence for work purposes.
- Training to support your continued professional development in the role

Reporting to: Director of Development
Line reports: Development Officer
Member of: Senior Leadership Team

Overall Responsibility: to support the effective development and delivery of DFN Project SEARCH's fundraising strategy

Job Summary:

Fundraising is still a relatively new activity for DFN Project SEARCH and this role presents the opportunity to play a key part in its expansion to support the further growth of the charity and enable young adults with a learning disability to lead healthier, happier, and more independent lives. This role will support the Director of Development in implementing DFN Project SEARCH's fundraising strategy. To date the strategy has focused on securing a small number of larger gifts from philanthropic sources, such as trusts and foundations. We are now evolving the strategy to include growing income from high-net-worth individuals, companies, and individual giving.

This role will lead on the development and implementation of the strategy to secure income from high-net-worth individuals (between five and potentially seven figures) and will also work with the Director of Development and the Development Officer on securing income from, and stewarding, trusts, foundations, and statutory funders. As a member of the Senior Leadership Team there is also the opportunity to input to the wider strategy and development of the charity and support the Director of Development in their role as a member of the Executive Leadership Team.

The team is currently made up of the Director of Development, Corporate Partnership Manager (reporting to the Director of Development), and the Development Officer (reporting to this new role).

Key Responsibilities

- **Strategy and Planning**
 - Contribute towards the overall fundraising strategy and income targets to help deliver organisational objectives
 - Lead on the development and implementation of the strategy for high-net-worth individuals (HNWIs) and working with the Director of Development continue to develop and implement the strategy for trusts and foundation and statutory funders.
 - Develop a research strategy for growing the prospect pool of HNWIs and cultivation strategies to engage them.
 - Support the Development Officer in developing the pipeline for trusts, foundations, and other grants.
 - Ensure that data about current and prospective supporters is managed and recorded appropriately and efficiently using the CRM system, Donorfy

- **Develop and manage a portfolio of high-net-worth supporters**
 - To develop and steward a portfolio of prospective HNWIs with the potential to give five and six figures
 - To approach relationships strategically and effectively cultivate peer networks to support the engagement of HNWIs
 - To work with the Corporate Partnerships Manager to identify any HNWIs within business and any HNWIs with links to business and collaborate on developing approaches
 - Working with the Development Officer to prepare research profiles and briefing documents

- to support meetings, funding approaches, and events
- Work with the Director of Development and Development Officer to develop and help organise a programme of cultivation and stewardship events
- Comply with stewardship and reporting requirements of each donor or funder, reporting on our performance against agreed objectives and budget. Ensure all donors and funders receive appropriate recognition
- **To support the engagement and stewardship of trusts, foundations, and statutory funders**
 - Lead pitches and applications to a portfolio of trusts and foundations
 - Support the Development Officer in managing and developing their portfolio of trusts and foundations
 - Work with the Director of Development to cultivate and steward larger trusts and foundations
- **Line management**
 - Line manage the Development Officer and support them in achieving their objectives and management of their portfolio of prospects and funders
 - Support the Development Officer in their professional development, ensuring that they have opportunities to develop their skillset and understanding of fundraising
 - Work with the Development Director to ensure that the Development Officer works across the Development team in delivering the other aspects of their job description
- **Relationship building**
 - To develop relationships with colleagues and senior volunteers to ensure DFN Project SEARCH is accessing networks and contacts effectively
 - Involve the Director of Development and colleagues in approaches where appropriate.
 - Work across the organisation, and in particular with the Operations and Finance teams, to develop specific proposals

Other duties:

- Build credibility and good working relationships with colleagues across DFN Project SEARCH to ensure fundraising is considered as a part of every activity
- Represent DFN Project SEARCH alongside other colleagues to prospective supporters, and at various forums and events, embodying the highest professional standards
- Ensure all fundraising policies and procedures are followed
- Ensure compliance with current fundraising regulation and best practice, including GDPR
- From time to time, you may be required to contribute to other duties in line with the broader fundraising strategy and work of DFN Project SEARCH

Code of Conduct / Professional Responsibilities:

- Avoid any action or behaviour which may conflict in any way with the work and services provided by DFN Project SEARCH or which may bring the charity into disrepute
- Act in accordance with the charity's current and future policies, procedures, guidelines, and relevant codes of practice, which aim to ensure the highest possible standards of professionalism
- To develop and maintain the range of skills appropriate to the post and to keep up to date with good practice, publications and issues relating to your area of work or the charity as a whole
- To maintain, sensitive and confidential information securely, in accordance with the Data Protection Act 1998; to contribute to the collation of information for statistical, monitoring and evaluation purposes

- To develop and maintain appropriate boundaries of confidentiality in relation to employees, Associates, and any other person(s) that may be concerned with the charity's business
- To participate as an employee of DFN Project SEARCH, by being available for staff and other meetings as required

Enhanced DBS check required for this role.

We particularly welcome applications from black, Asian and minority ethnic candidates, LGBTQ+ candidates, disabled candidates, and from men, because we would like to increase the representation of these groups at this level at DFN Project SEARCH.

Head of Philanthropy Person Specification

Essential	Desirable
Experience and Qualifications	
Working at manager level in a charity fundraising department	Professional qualification such as CloF certificate, CFRE, or fundraising apprenticeship
Able to demonstrate have achieved appropriate levels of professional competence within fundraising	Fundraising within the social justice or disability sector
Fundraising from philanthropic sources and relationship management – high net worth individuals and trusts/foundations	Developing and implementing research briefs to grow prospect pipelines
Developing cultivation strategies, including working with peer networks, and programmes to engage prospects	Line management experience
Experience of creating and delivering winning asks and proposals.	
Knowledge and Understanding	
Excellent understanding of fundraising and best practice in the UK	Knowledge of the issues facing young adults with a learning disability and/or autism
Knowledge of philanthropic funding and the solicitation cycle	
Knowledge of prospect research techniques	
Skills and Abilities	

Fundraising strategy development	Experience of using CRM systems such as Donorfy or Salesforce
Ability to communicate clearly and persuasively, both in person and in writing, tailoring delivery to suit the audience	Ability and drive to work on their own initiative and to see projects through with minimal supervision
Ability to write compelling proposals and cases for support	
Good numeracy skills, including an eye for detail and attention to accuracy	
Good relationship development skills and ability to network effectively with a wide range of people	
Outstanding negotiation skills with the ability to persuade and influence with diplomacy and sensitivity to gain commitment to change a course of action	
Strong organisational and project management skills, with the ability to manage a busy workload and meet agreed deadlines	
High degree of computer literacy – knowledge of Windows-based applications, particularly PowerPoint and Excel	
A team player, able to work collaboratively	
Able to work calmly under pressure	

How to Apply: Please visit <https://www.charityjob.co.uk/jobs/dfn-project-search/head-of-philanthropy/992473?tsId=8> Or request an application form from recruitment@dfnprojectsearch.org

Closing date: Friday 22nd November 2024

1st interview: w/c 2nd December 2024

2nd Interview: w/c 9th December 2024