Build Up
Head of Income Generation

About Build Up

Build Up works to build the power of young people to shape where they live, and to change who can make decisions about London. We support young people to design and build public spaces, equipping young people with the tools and agency to have ownership over their neighbourhoods.

Our approach is unique: we bring together design, construction and youth work in a way that shifts power to young people who are excluded from decision-making. In doing so, they gain practical design and construction skills, learn to lead and drive change in their communities. The impact is transformative for young people, who gain concrete experience making decisions that affect them, and for communities, who benefit from genuinely inclusive spaces designed by and for local residents.

Head of Income Generation

We are seeking an experienced Head of Income Generation to lead our fundraising strategy and secure core, sustainable and diversified income alongside funds for projects identified by young people. This is a new role within our team, created to build our case for investment, evidence our impact, and harness the support of new audiences.

You'll shape fundraising priorities, identify and secure new opportunities, and cultivate lasting relationships with funders and partners. At the same time, you'll take ownership of the detail -

writing high-quality bids, managing reporting deadlines, and ensuring income targets are met. You will be responsible for line-managing communications and evaluation consultants to support telling our story.

We are a small, agile organisation capable of delivering big change. Every senior role at Build Up carries responsibility and the freedom to innovate - and this role is no exception. Because our model is unique, we need someone who can translate it into clear, powerful narratives that resonate with a diverse range of funders and partners.

Who You Are

You will bring a strong track record in leading funding strategy and securing charitable investment, along with excellent grant writing skills. You'll have an eye for spotting opportunities, the strategic ability to secure them, and the enthusiasm to use your fundraising expertise to fund young people's ideas. Alongside your expertise in trusts and foundations, you will bring experience across a breadth of income streams and an eagerness to develop new ones.

To thrive in this role, you will be able to manage your time effectively, balancing big-picture strategy with the detail of day-to-day fundraising delivery. You'll be confident working independently, able to plan and deliver against targets, and skilled at adapting quickly to the needs of a fast-paced and growing organisation.

Candidates are welcome to discuss the role before applying. Please contact Build Up's Director Huan Rimington (huan@buildup.org.uk) to arrange a suitable time.

Key Details

Salary: £50,000 - 54,000 FTE + 8% employer pension contribution
Days: 4 days (30 hrs) or 5 days (37.5 hrs) per week
Work pattern: Flexible
Holiday: 32 days plus public holidays (pro rata)
Location: Hybrid – at least 1 day per week in our Elephant & Castle office, and attend funder meetings and project visits when required.
Contract: Permanent
Reporting to: Director
Line managing: Communications, evaluation and fundraising consultants

The Head of Income Generation will be part of our senior team alongside the Programme Manager, Youth Voice Strategic Lead and Finance Lead. Please take a look at our organisational diagram.

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Responsibilities

1. Strategy and Leadership

- Develop a 3-year income generation and diversification strategy with a focus on securing unrestricted and multi-year income
- Commission and manage a communications consultant (Year 1) to develop and deliver a strategy for reaching new audiences
- Commission and manage an evaluation consultant (Year 2) to redesign our evaluation framework, strengthening evidence for and communications
- Scope, research and cultivate prospective funders
- Stay up to date with fundraising sector developments and emerging opportunities
- Lead and manage the funding pipeline for both core and project income, ensuring sufficient resources for organisational functions and programme delivery
- Prioritise, plan and manage workload effectively to deliver successful outcomes across all areas of the role

2. Fundraising Delivery

- Write high-quality trust and foundation applications of all sizes
- Understand the needs of different audiences and tailor funding approaches accordingly
- Develop new fundraising income streams in line with 3-year strategy (e.g. corporate giving, major donors)
- Collaborate with partners to secure funding for joint projects
- Build connections with new funders and strengthen relationships with existing supporters, identifying opportunities for strategic partnerships

3. Reporting and Supporter Care

- Lead on stewardship, nurturing strong relationships with funders and ensuring they are appropriately acknowledged and recognised
- Manage all funder reporting, ensuring deadlines and requirements are consistently met
- Shape and oversee funder communications, deciding what information is shared, how it is presented and creating updates that demonstrate impact
- Oversee evaluation developments (led by a consultant) and ensure learning is embedded into organisational practice

4. Finance and Budgets

- Work with the senior team to ensure organisational and project budgets are deliverable, generating realistic fundraising forecasts and providing feedback on targets
- Keep the Finance Lead, Director and Programme Manager updated on funder outcomes and requirements (e.g. restrictions)
- Prepare and present budgets for funding applications, working with programme staff who set and manage project and organisational budgets.

5. Organisational Working Practices

- Oversee and improve internal systems to support fundraising, ensuring staff can access relevant funding information
- Update and manage the CRM (monday.com), tracking interactions and recording fundraising time and resources

- Ensure all data is managed in line with good practice (including GDPR) with particular attention to young people's confidentiality and consent
- Comply with Build Up's policies and procedures, including equal opportunities and safeguarding
- Work effectively as part of a small team, supporting colleagues and fostering a collaborative, productive working environment.

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Person Specification

Our current fundraising model is primarily focused on Trusts and Foundations, so strong experience in this area is essential. We are also looking to grow our unrestricted income from other sources, so highlight any relevant fundraising experience beyond Trusts and Foundations (e.g. corporate giving, major donors).

We value lived experience relevant to the challenges faced by the young people we work with. Please include both lived and professional experience in your application if you feel it's appropriate.

Experience

- Developing and leading a fundraising strategy
- Proven track record of managing a successful trusts and foundations programme, with experience of, or transferable skills to, manage other high value income streams such as major donors or corporate partners
- Building and nurturing strong relationships with funders and supporters
- Reporting, evaluation and monitoring against funder requirements
- Developing organisational and project budgets
- Ability to support, motivate and collaborate with colleagues, the Youth Advisory Board and consultants
- Managing databases and CRM systems
- Understanding of small charity operations and context

Skills

- Excellent written and verbal communication, with the ability to adapt style for different audiences
- Strong interpersonal skills and ability to collaborate with diverse partners
- Ability to plan workflow, meet strict deadlines and prioritise effectively
- Confident in decision making and ability to to work effectively under pressure
- Strong IT skills (including Excel / Google Sheets), and ability to use or learn cloud-based systems
- Attention to detail and high standards of accuracy
- Financial acumen and budget preparation and reporting

Aptitudes

- Enthusiasm to work responsively to youth decision making
- Flexible, solutions-focused approach with a willingness to problem solve and adapt
- Understanding of the experiences of young people facing structural inequalities - such as those related to ethnicity, gender, class, disability, income, housing, sexuality, or care experience (desirable)

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Apply

To apply, please email the following to apply@buildup.org.uk. An additional covering note is not required.

- Up to date CV
- Personal statement explaining your suitability for the role and how you meet the person specification (750 word limit)
- If you are interested in applying for the role at 4 or 5 days per week
- Completed Equal Opportunities Form (please download and complete)

Applications close Sunday 20th September 2026.