



JOB DESCRIPTION

Job Title:	Director of Fundraising
Reports to:	CEO
Direct reports:	2 (Head of Fundraising and Senior Philanthropy Manager)
Location:	Remote or hybrid with the option to work in the London office
Objectives:	To lead and oversee the strategic direction and performance of the national fundraising team, to raise funds and grow the donor base in order to deliver the Board's strategic plan through the achievement of key fundraising objectives.

Management

- Contribute to the executive leadership and management of the Society as a member of the Senior Management Team (SMT).
- Represent and be accountable for the Fundraising department at SMT and Board level.
- Ensure the Fundraising department is adequately resourced and organised to meet its strategic objectives and KPIs.
- Constantly review the efficacy of all aspects of the fundraising portfolio in terms of return on investment.
- Line-manage the Head of Fundraising and Senior Philanthropy Manager in line with performance management policy and procedures.
- Recruit staff as needed.
- Motivate, support, and develop the Fundraising staff team and volunteers.

Operational

- Work closely with the Head of Fundraising to develop and support an integrated fundraising strategy to be approved by the CEO and Board of Trustees.
- Work closely with the Director of Communications, Public Affairs and Marketing to ensure close and supportive working between the fundraising, marketing, communications and campaigning teams.
- Draft, periodically review and update fundraising policies for approval by the board.
- Prepare KPI and other reports and deliver presentations and updates on fundraising to the senior leadership team and board as required.
- Oversee the strategy for major donor giving.
- Lead on the development and direction of major fundraising campaigns.
- Build relationships and network with potential major donors and corporate partners



- Develop and direct the strategy for the development of corporate relationships and corporate fundraising across the Society.
- Oversee the co-ordination of fundraising across the Society, ensuring adherence to best practice and compliance with fundraising legislation.
- Submit an annual departmental income and expenditure budget and ensure fundraising targets are achieved.
- Review and participate where necessary in major funding approaches and applications to high-net-worth individuals, companies, grant-making organisations and charitable trusts and foundations as needed.
- Maintain awareness of the fundraising regulatory environment, updating fundraising policies and procedures accordingly.
- Keep up to date on changes in fundraising regulations, sector developments and trends, and ensure they are communicated to the board, SMT and fundraising staff.
- Champion investment in fundraising, providing input and direction on reviews and upgrades to vital fundraising support systems such as the CRM database, website, IT and digital.
- Be a source of expertise for the Society on all matters fundraising related and be willing to represent the Society in sector conferences.

The above list is not exhaustive and other duties relevant to the post may be required from time to time. Variation may also occur to the duties, responsibilities, and place of work at the request of your line manager without changing the general character of the post.

Person Specification
Director of Fundraising

Attributes	Essential	Desirable
Qualifications & Training	<ul style="list-style-type: none"> • Educated to degree level or equivalent in experience • Membership of the Chartered Institute of Fundraising 	<ul style="list-style-type: none"> • Professional qualification in fundraising
Experience	<ul style="list-style-type: none"> • Extensive senior management experience in fundraising • Experience of working closely at board and senior management level • Experience of developing, managing, and delivering successful fundraising strategies and campaigns 	<ul style="list-style-type: none"> • Experience of fundraising within membership organisations • Experience of mentoring and developing fundraisers and other stakeholders in fundraising principles and practice



	<ul style="list-style-type: none"> • Experience of leading and managing teams • Experience of drafting and presenting fundraising policies procedures • Experience of major gifts fundraising, major gift solicitations and major gift campaigns • Experience of Trust fundraising • Experience of budget setting and management • Experience of managing key donor and funding relationships or corporate partnerships • Experience of building productive long-term relationships with donors, partners and funders • A sound understanding of Gift Aid and tax effective giving • Experience of fundraising databases 	<ul style="list-style-type: none"> • Experience of the faith-based sector • Experience of digital fundraising and online payment systems • Experience of legacy fundraising • Experience of individual giving and supporter care
Knowledge	<ul style="list-style-type: none"> • Excellent understanding of best practice fundraising principles and their application • Good familiarity with the Code of Fundraising Practice • A well-developed understanding of the role of fundraising in advancing a charity's mission • Knowledge of the Data Protection regulatory framework as it applies to fundraising • Knowledge of fundraising standards and best practice • Empathy and respect for the Catholic ethos and Vincentian values of the SVP 	<ul style="list-style-type: none"> • Knowledge of the St Vincent de Paul Society and its work • Familiarity with the structures and practice of the Catholic Church
Skills & Attributes	<ul style="list-style-type: none"> • A passion for fundraising • Organised, with an ability to prioritise and work to competing deadlines • Effective high-level interpersonal, negotiating and influencing skills 	



	<ul style="list-style-type: none">• Ability to think strategically and develop high quality plans• Excellent numeracy and analytical skills• Computer literate with high level of literacy and numeracy skills• Excellent communication skills – verbal, written, and one to one• A facilitative style, able to broker internal and external relationships• Good networking skills• Ability to solicit major gifts• Flexible and adaptable approach to the pressures of work• Ability to communicate and explain complex concepts to non-specialists• A good leader, able to inspire and motivate teams• Committed to learning and self-development• Calm under pressure• Empathy with the Christian aims and purposes of the Society and able to value people of all faiths and none	
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