

envision

**Director of Philanthropy
and Partnerships**

Application Pack

Deadline: Midnight Sunday 6th April

Director of Philanthropy and Partnerships

- **London, Birmingham or Bristol**
- **Permanent**
- **Part time or Full time Contract (minimum 4 days a week)**
- **£56,000 per annum (additional £2k London Weighting if applicable)**

Envision actively encourages applications from those from Black and Minority Ethnic backgrounds and from socio economic disadvantaged backgrounds as they are currently under-represented in our organisation.

We seek to ensure we achieve diversity in our workforce and that all applicants and employees receive equal and fair treatment, regardless of age, race, gender, religion, sexual orientation, disability or nationality.

Please note, we are unable to support visa applications and therefore applicants must have the right to work in the UK.

Envision graduates will be guaranteed a first-round interview.



A bit about us

At Envision, we work in partnership with schools in London, Birmingham and Bristol to empower young people from less-advantaged background, who are often underrepresented in the world of work, to develop the essential skills and confidence they need to succeed.

Our structured programme is delivered in schools and colleges by our trained Envision staff and runs over a 12- (Secondary) or 20- (Post-16) week period. We partner each team of young people with a team of mentors from a local business to design and deliver a social action project that makes a positive change in their school or college community.

Working towards their project goals and key milestones, young people build the essential skills and confidence proven to support their education, employment and well-being.

'I am most proud of working on my communication and determination skills as I now feel more confident talking to big crowds of people.'

Ammaarah,
Broadway Academy



We believe a young person's background mustn't determine their future.

Young people from less-advantaged backgrounds too often miss out on opportunities in and outside school to build the confidence and essential skills they need to succeed in later life.

This means young people from less-advantaged backgrounds are underrepresented in the world of work. This is unacceptable. Where you grew up mustn't determine where you're going.

"People with higher levels of essential skills experience improved social mobility, employment, earnings, job satisfaction and life satisfaction...these skills work as a platform for developing other skills, including the basic skills literacy and numeracy as well as technical skills."
([Skills Builder Partnership 2023](#))



Where you come in

Envision launched its latest, three-year strategy this year. We aim to build the reach and impact of our work, deepening our presence in our hub cities and expanding into new areas of high need and low charity presence.

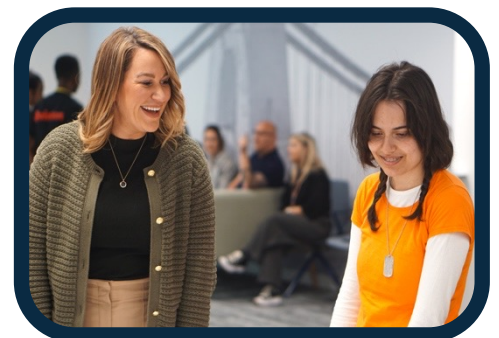
As our **Director of Philanthropy and Partnerships** you will own the design and delivery of our fundraising strategy so that we can secure the resources and build the partnerships we need to fulfil these aims and deliver our mission.

You will join at a moment of momentum. We have increased our income each year over the last four years, diversifying our sources and moving a greater proportion of funding to multiyear and unrestricted streams. We have a clear and focused mission and plan, a strong record of recent success, and a dynamic team and culture.

You will lead the development of philanthropic income streams – including trusts and foundations, major donors and events – as well as support the exploration of statutory income streams aligned to our geographies and outcomes. You will support the consolidation and steady growth of our strong portfolio of corporate partners, working closely with our regional managers who drive local, regional and national corporate and education partnerships.

A core member of the senior management team (SMT), you will work closely with the Board, CEO and senior colleagues to fulfil our mission, deliver our strategy and develop and sustain our culture, people and profile.

We are seeking an inspiring leader, with a vision for how to drive our growth plans through philanthropy and partnerships fundraising. To do this you will need to empower your team to be collaborative, ambitious and creative. You will champion the transformative impact of Essential Skills on young people from under-represented background and the need to move funding and focus behind them. You will be an enthusiastic advocate of our programme and our strong record of rigorous evidence.



Responsibilities

You will:

Fundraising & Partnerships

- Provide the strategic direction, the leadership and the drive behind our fundraising strategy.
- Ensure we meet our three-year plan income targets - £1.5m for 2025/26 and £1.6m in 2026/27.
- Develop and deliver annual plans for driving planned income growth, deepening and diversifying income sources, strengthening partner and donor engagement, and developing a promising future income pipeline.
- Generate and convert new leads, including strategic philanthropic funding partnerships, and steward these partnerships in collaboration with the CEO, Board, and senior team.
- Build the major donor programme and support the development of all major donor relationships in collaboration with the CEO and Board.
- Identify new developments in philanthropy and partnerships fundraising, working with the team to help them take advantage of emerging trends and tap detailed internal data analysis to adapt fundraising plans.
- Strengthen the plans, systems and processes that ensure our donors and partners are engaged, excited and committed to our work.
- Refine and roll-out fundraising policies and procedures, to ensure compliance with best practice and regulatory requirements and clear monitoring of progress.
- Ensure all philanthropy and partnerships collateral is consistent with core messaging, of high quality and aligns with our values.



Responsibilities

Budgeting and reporting

- Oversee the annual and rolling budgets related to income and fundraising related expenditure.
- Work closely with the CEO and the SMT to drive the annual planning and budgeting process, including leading the review of the annual income plan by the Philanthropy & Partnerships team.
- Drive consistency in reporting all income, including restricted and unrestricted giving.



Leadership and senior management

- Model and champion collaboration and alignment across Envision, working with the SMT to ensure every member of the team is excited about our mission, understands our goals and clear about their role in our success.
- Work with the SMT to ensure the successful delivery of our overall three-year plan, the management of risks and opportunities to its success, and the eventual development of our next strategy.
- Lead and develop the Philanthropy & Partnerships Team and support them to deliver their objectives.
- Line manage five members of the Philanthropy & Partnerships Team to meet their goals and KPIs
- Lead and develop the Board's Development Committee, and support with the full Board's understanding of, and engagement with, our Philanthropy and Partnerships fundraising strategy.

"My wife and I got involved with Envision as we see equality of opportunity as so important for a well-functioning society. We think skills development is crucial and social action is a great way of reaching young people. We particularly enjoy being Envisionaries as it has made us feel so invested in Envision and its work."

Simon
Individual Supporter



"We are looking for a new leader for our strong, collaborative and ambitious partnerships team! The building blocks for our partnerships and philanthropy growth are strong – a clear mission and message, aligned and committed partners, and a strong record of evidence showing how Envision builds so-called "soft skills" with rigor, intention and impact."

**Elisabeth,
CEO**

Person specification

| Experience, Knowledge, and Skills | Essential/ Desirable | Demonstrated In Application (A) Or Interview (I) |
|--|-------------------------|--|
| Experience managing and growing a funding portfolio of £1.5m pa, including setting and rolling out the strategy and ensuring a strong team and robust systems. | E | A & I |
| Experience securing strategic philanthropic funding partnerships , including scoping opportunities and prospects, setting targets, building and managing a pipeline, shaping compelling proposals, pitching for new business and renewals, and stewarding core relationships. | E | A & I |
| Experience building and stewarding major individual and family donors or giving circles. | E | A & I |
| Experience overseeing the delivery of a corporate partnership strategy . | E | I |
| Experience inspiring and managing a high performing team , ensuring strong team culture, development and results. | E | I |
| Confident in representing Envision externally and engaging with different stakeholders at all levels. | E | A & I |
| Understanding of, and/ or lived experience of, the barriers that young people face , that contribute to the education and employment gap | D | I |
| Competencies and Values | Essential/ Desirable | Demonstrated In Application (A) Or Interview (I) |
| Commitment to Envision’s vision, mission and values and ability to work well in, and contribute to, our organisational culture | E | A & I |
| Communication: Speak influentially by articulating a compelling vision that persuades the listeners and demonstrates an understanding of where different perspectives come from | E | I |
| Creativity: Implement strategic plans to solve complex problems and draw out learning to refine those plans over time | E | I |
| Teamwork: Working collaboratively, supporting others through coaching and building relationships beyond your immediate team. | E | I |
| Determination: Support yourself and others to stay positive, by helping others to see opportunities and creating plans to achieve them | E | I |

Conditions and Benefits

Terms and Conditions

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| Remuneration | £56,000 per annum (+ £2,000 London weighting if applicable) |
| Location | London, Birmingham or Bristol <i>We operate a hybrid working policy with a minimum of 1 day per week in a regional office. Please note- there is an expectation for this role to travel across regions for monthly, in person, SMT meetings as well as programme events and partnerships opportunities.</i> |
| Contract Type | Permanent Part time or Full time (minimum 4 days a week) |
| Management responsibility | Currently managing a team of 7 with 5 direct reports |

Employee Rights and Benefits

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| Pension: | All eligible employees will be automatically enrolled into the NEST Pensions scheme. 5% matching contribution. |
| Annual Leave | 25 days plus bank holidays, plus 3 additional days between Christmas and New Year. Annual leave allowance increases by one day per year up to 30 days |
| Volunteering Days | 2 days per year |
| Flexible Hours | 10am to 4pm are core hours. Office hours are 8am to 6pm |
| Summer Fridays | 1pm finish on Fridays in July and August |
| Bike to Work Scheme | Up to £1000 limit |
| Enhanced Parental Leave | Maternity Leave/ Adoption Leave/ Shared Parental Leave- 13 weeks full pay, 13 weeks half pay, 13 weeks statutory pay Paternity Leave- 4 weeks full pay |
| Charity Mentoring Network | Opportunity for personal & professional development by mentoring another, or being mentored by someone else. |
| Employee Eye Test | Envision will refund the cost of an annual eye test. |
| Charity Workers Discount | Receive savings and cashback on many personal purchases |
| Employee Assistance Programme | Access to wellbeing and mental health support through our Employee Assistance Programme |

Application Process

To apply, please complete the application form [here](#).

| Recruitment Timetable | |
|--|---|
| Schedule | Milestone |
| Sun 6th April (Midnight) | Closing date for applicants |
| Thurs 10th April | First interviews (by teams) |
| Tues 15th April | Final interviews (in London or Birmingham office) |

If you have any questions, please do not hesitate to contact us: vision@envision.org.uk

Please note:

- We will only be contacting candidates who have been shortlisted for interview. Therefore, if we do not contact you, please assume you have been unsuccessful.
- The safety and well-being of the young people we work with is paramount at Envision. Successful candidates will be subject to a full Enhanced DBS check and reference checks. All new staff must attend Safeguarding Training during their induction period, in line with Envision's Safeguarding and Child Protection Policy. Failure to complete internal Safeguarding Training may result in the role being withdrawn.

Find us on:

