

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Head of Business Development & Philanthropy
Place of work:	Based at the Stafford office, but working across Staffordshire and Shropshire, and at any location served by The Community Foundation
Accountable to:	Chief Executive, Business Development sub-committee
Key Relationships:	Chief Executive, Business Development sub-committee, Trustees of The Community Foundation, The Community Foundation development team, Trustees of other trusts and foundations, Professional Advisors, Businesses
Role Purpose:	The Head of Development has leadership responsibility for income generation, with a priority towards attracting new endowed funds and growing the existing donor base
Hours of Work:	37 hours per week
Salary:	£40,657 per annum, plus a very generous benefits package

Key Responsibilities

- To stand in for the Chief Executive when necessary
- To assist in the delivery of the strategic plan for The Community Foundation for Staffordshire, and to ensure that the work of this role aligns with the wider marketing and communications strategy.
- To develop and progress plans to deliver a cost-effective increase in new endowment funds, and the value of existing endowment funds.
- To strengthen the research capabilities of The Community Foundation, within Data Protection parameters, to identify and attract potential donors.
- To develop worthwhile and successful donor relationships, to cultivate and encourage involvement with The Community Foundation.
- To provide a professional service to donors, fund-holders, stakeholders and partners to ensure their continued support.
- To oversee and manage the Business Development team, increasing effective communication with existing donors and supporters.
- To oversee the existing partnerships of The Community Foundation, where these are linked to business development.
- To support the work of the Foundation at events which include fundraising events, cheque presentations, talks and any other activities deemed necessary by the Chief Executive.
- To provide regular reports to the **Chief Executive** and to contribute to the planning of the Foundation through regular attendance and input at meetings.
- To arrange, co-ordinate, prepare necessary documents and papers and attend the Business Development sub-committee.
- To ensure that accurate and appropriate records of fundraising activities, project development and income are maintained in order to effect efficient administration of the Foundation.
- To ensure that all fundraising activities and promotions carried out comply with the Foundation's policies and protocols, fundraising best practice, Institute of Fundraising codes and all relevant legislation at all times.
- To keep abreast of developments in voluntary sector fundraising.

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General Duties

- To oversee and manage the Business Development Team.
- Attend and contribute to regular staff and liaison meetings.
- Assist in preparing quarterly monitoring reports outlining progress of the work, and key issues raised by Trustees.
- To undertake any other duties as prescribed, commensurate with salary and job description.
- To have a collaborative and flexible approach to work undertaken by the Community Foundation
- To respect confidentiality of all information obtained whilst working for the Community Foundation.
- To contribute as required to other activities within the Community Foundation in order to achieve the overall income target.
- Occasional unsociable hours are a prerequisite of the position, which may include evening and weekend work. Time off in lieu is given for additional hours

Training And Education

- To attend staff development programmes, training courses and study days as deemed necessary by the Chief Executive
- To take personal responsibility for attendance at mandatory training
- To take personal responsibility for ensuring all competency assessments are completed and reassessed on an annual basis if applicable to role
- To take personal responsibility for identifying any gaps in knowledge / skills and taking appropriate action to rectify this

Communications And Working Relationships

- Subsequent to the Foundation's policies on professional and personal relationship boundaries, the post holder is expected to foster excellent working relationships with all service recipients, staff, visitors, volunteers and donors.
- To act at all times in a professional manner, respecting the need of colleagues and co-operating to maintain a harmonious working environment.

General Terms and Conditions

Flexibility

The days and times of work generally fall within standard office hours but may vary according to operational needs. The post holder may be required to work flexibly to cover for the absences of colleagues and for other operational reasons.

Policies and Procedures

The post holder must comply with the policies and procedures of The Community Foundation. The post holder will be made aware of relevant policies and procedures during induction and mandatory staff training.

General

The Community Foundation has to continually modify and improve its service. This will inevitably mean that modification of structures and thus job descriptions may prove necessary. The post holder will be expected to co-operate with changes, which the Chief Executive may wish to introduce, subject to consultation.

Salary

The salary for this role is £40,657 per annum, based on a 37 hour working week, usually during office hours. There may be a need to work outside of these hours and so flexibility in working patterns is given.

Benefits Package

The successful candidate will also be rewarded with a very generous benefits package which includes flexible working, a 5% pension contribution, guaranteed Christmas leave, all recognised bank holidays, at least 20 days annual leave per annum, (rising by one day with each continuous year of service), a healthcare plan, and a package providing generous discounts at local shops, supermarkets and leisure facilities, including gyms and cinemas, as well as free drinks and snacks at high street outlets

This Job Description is not intended to be exhaustive but outlines key tasks to be undertaken. It will be reviewed in consultation with the post holder on a regular basis and will be adapted to meet the changing needs of the Community Foundation.

PERSON SPECIFICATION

It is essential that in your written application you give evidence of examples of proven experience in each of the selection criteria in **Part One** of the person specification. These responses will be developed and discussed with those candidates invited for interview, together with the other criteria listed in **Part Two**. It is essential that you are able to give examples that support the attributes listed in **Part Three**.

Part One – Knowledge and Experience

- Strong track record of achievement, gained at management level, in the field of sales, marketing, finance or business development, including confidence in relating to, and influencing people, at all levels and across sectors
- Proven experience of building and maintaining high value relationships and networks, with an understanding of the principles that underpin successful donor or client relationships
- Knowledge of financial investment and charitable tax benefits is highly desirable, although not essential
- Demonstrable experience of securing significant charitable donations

Part Two – Skills and Abilities

- Excellent presentational, interpersonal and rapport skills and the ability to secure the confidence and trust of existing and potential donors quickly
- Strong networker and partnership builder. Highly effective persuasive and influencing abilities, supported by outstanding verbal and written communication skills
- Strong organisational and planning abilities
- Able to undertake detailed research and analysis relating to new fund development
- Able to work as part of a small team, under pressure when required, and within the policy framework at all times
- Effective IT and administration skills as the post will largely be self-servicing.
- Access to a vehicle and holding a current driving licence

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Part Three – General Skills and Attributes

Attribute	Essential	Important	Desirable
Qualifications			
A good standard of education		✓	
Experience			
Experience with the third sector		✓	
Ability to work with stakeholders and build relationships	✓		
Experience of relationship management	✓		
Strong communication skills	✓		
Ability to work to targets	✓		
Knowledge			
Knowledge of Staffordshire			✓
Knowledge of Shropshire			✓
Knowledge of CRM systems			✓
Knowledge of fundraising		✓	
Skills and Attitude			
Competency in use of Microsoft Office	✓		
Passionate self starter	✓		
Delivers excellent customer service	✓		
Able to work on own initiative & without supervision		✓	
Ability to plan and manage a varying number of tasks simultaneously		✓	
Ability to meet demanding timescales		✓	
Maintain relationships and build networks	✓		
Numeracy and analytical skills	✓		
Good problem solver and decision maker		✓	
Good team player	✓		
Creative		✓	
Good eye for detail		✓	