



CAUSEWAY

Head of Fundraising and Business Development

Candidate information pack



Who We Are

Causeway supports marginalised and vulnerable people to recover from trauma and develop safe and fulfilling futures. Our modern slavery and crime reduction services include safe houses, outreach, community programmes, holistic crisis interventions and signposting into counselling, training and employment. We drive change nationally through research, campaigning and strategic partnerships. Causeway's four crime reduction services provide crime and violence reduction programmes for those committed to breaking their cycle of criminality. Our trauma-informed approach to supporting those who commit crime has proved successful in reducing rates of reoffending, which not only benefits the individuals involved, but reduces the number of victims and creates a safer society for all.

Role Summary

As Head of Fundraising and Business Development, you will be responsible for implementing an effective fundraising and income generation strategy aligned to the objectives of our organisational Strategic plan and with a strong emphasis on partnership building and relationship management.

We exist to create lasting change for those who are marginalised and vulnerable, so you will need to be driven by the passion to see lives changed and help generate income to support more of this valuable work.

You will need to work effectively and confidently as our lead for both contract tenders and renewals and charitable fundraising and be experienced in helping develop a mixed model of income generation.

Ideally, we are looking for someone with high level demonstrable experience in business development and major contract tenders, bid writing and building corporate partnerships.

You'll be highly effective in building meaningful relationships with a wide demographic of stakeholders, from large corporates to individual donors, and will exemplify the passion and value that we carry for our service users and supporters.

You'll need to know how to draw the best out of your team and work collaboratively across other departments, to ensure that we can continue to build on the work of the department to date and continue to strengthen Causeway's resilience through diversification of income.

Role Summary

Reports to: CEO

Contracted Hours: 37.5 hours per week

Contract Duration: Fixed until 31st December 2026

Salary: £46,800 per annum

Location: Sheffield, Liverpool or Sunderland – hybrid working model

Closing Date: 18th November 2024

Interview Date: w/c 25th November 2024

Probationary Period: 6 months

Direct Reports: Senior Fundraising & Business Development Manager, Fundraising and Business Development Manager, LifeSupply Co-ordinator and Administrator.

Responsibilities

Business Development Objectives

- Take the lead on Business Development for the charity by ensuring processes and procedures for supporting us to bid for and secure public sector contracts are robust and effective.
- Work with the Chief Operating Officer and relevant Head of Service on identifying and securing contractual funding opportunities.
- Develop and write tender bids to support us to secure new contracts
- Actively develop and strengthen relationships with external stakeholders and partners, with a view to achieving Causeway's strategic objectives for income generation

Fundraising Strategy & Objectives

- Create and implement an effective Fundraising Strategy for the charity that applies the right balance of fundraising mechanisms, e.g. trusts, foundations, corporate philanthropy, events, individual giving and major donors, to achieve our organisational objectives.
- Work to established Fundraising targets and goals, considering strategic change and approach where any risk of shortfall is identified, to enable the development of charitable activities in response to established need
- Work collaboratively with the Impact and Evaluation team to ensure that all approaches for funds are underpinned and informed by our commitment to survivor voice, accurate data and performance information that demonstrates the value of our work.
- Establish clear mechanisms and strategies for converting engaged supporters and stakeholders into sustainable revenue streams
- Identify key opportunities to leverage the organisational brand and vision for the purpose of engaging with new external stakeholders/supporters
- Manage the operational activities of the fundraising team ensuring the workload of the department is effectively delivered to a high-quality standard.
- Oversee the development of Life Supply ensuring it continues to evolve and meet the needs of the survivors we support.
- Work in close collaboration with our communications team to ensure resonance and engagement with a diversity of supporters by creating and delivering impactful and compelling initiatives to maximise income from multiple audiences
- Ensure that a comprehensive, integrated and inspiring supporter journey is in place, ensuring engagement and retention of donors and embedding effective stewardship of relationships at the heart of the Fundraising and Business Development team.
- Champion diversity and inclusivity within the team, ensuring that the fundraising team and strategy give opportunity to engage supporters and donors from all backgrounds and walks of life
- Build person-focussed and authentic relationships with our funders, donors and key stakeholders, understanding their goals and motivations whilst representing the values of Causeway

Management & Leadership

- Play an instrumental role as part of the Senior Management Team in ensuring the charity 3-year strategic objectives are met, and input into implementing change and organisational development
- Provide recommendations to the Board in how the charity strategically plans and prioritises fundraising activities and campaigns throughout the year, in order to meet organisational objectives
- Create and embed a fundraising culture within the team and across the organisation
- Coach and inspire your Fundraising Team, motivating them to achieve their individual and department objectives and supporting their development through formal and informal processes

Data/Reporting/Compliance

- Provide a quarterly report to the CEO/Board of Trustees on Business Development and Fundraising outcomes and performance against budgeted targets and KPIs, as well as insightful analysis into prospected income
- Track and provide detailed reporting on income, working in collaboration with the Finance Dept
- Ensure compliance with the Charity Commission and Fundraising Regulator Codes of Conduct and regulations
- Ensure best practice in Fundraising protocol and procedure, acting as the leading insight and voice into societal trends and challenges in the fundraising climate, and adjust organisational approach and strategy as required, to respond to changes and opportunities
- Create ways of working that maximise consistent and regular obtaining and analysis of supporter data, whilst ensuring compliance with GDPR legislation

Any other duties that are commensurate with the role.

Essential Qualifications, Experience and Skills

Education, Qualifications & Training

- Educated to degree level or recognised equivalent
- An appropriate DBS check

Experience

- Fundraising management experience, with expertise in at least two areas of fundraising, one of which should be trusts & foundations or corporate partnerships
- Experience of bid writing and tender processes for government contracts
- Experience working in the charity sector
- Track record of securing sustainable income from a variety of sources
- Line management experience or demonstrable coaching experience in regard to fundraising

Skills

- Proven ability to build and maintain stakeholder relationships
- Excellent written and verbal communication skills
- Excellent project management skills
- Comfortable and skilled in delivering presentations and pitches for funds

Other

- Inspiring and able to exemplify our charity values of 'we respect the person, we do things right, we create the change, and we come through together.'
- Inspired by and committed to the purpose, vision and impact areas of Causeway
- To uphold excellent personal and professional boundaries
- A people person who enjoys collaborative working
- A willingness to travel to other locations as required

Desirable Requirements

Education, Qualifications & Training

- Qualifications in Fundraising/Income Generation or area of a similar nature
- Project and/or Change Management Qualification

Experience

- Experience of developing and implementing fundraising strategy at a senior level
- Experience working in collaboration with Communications/Marketing
- Experience across all aspects of fundraising
- Experience of fundraising for vulnerable adult support services
- Experience of developing and delivering operational fundraising plans and KPIs

Skills

- Strong visual presentation skills
- Ability to persuade and influence at a senior level

Other

- To be able to have fun (and laugh!) at work, while under pressure
- To enjoy thinking outside the box, and 'have a go' at something new
- A desire to amplify the voices of the people we support, and passion for influence and advocacy

If you have any questions regarding this vacancy, or if you would like to request this information in a different format, please email people@wearecauseway.org.uk and we will be happy to help.

    @CausewayCharity

www.wearecauseway.org.uk

Causeway (UK) is a company limited by guarantee registered in England and Wales (no. 5396512) and a registered charity (no. 1110314)