

Job Title:	Head of Fundraising and Partnerships
Reporting to:	Director of Operations
Direct Reports:	Partnership Success Managers
Salary:	£40,000
Hours	Full time

The role of the Head of Fundraising and Partnerships is to work alongside the Director of Operations in developing the day-to-day sustainable income strategy to fund the New Wine Trust's day-to-day operations.

Areas of Responsibility:

Partnerships

- You will be responsible for developing our relationship with key ministry partners. This includes negotiating contracts with sponsors, partners, and delivery partners. It will include but not be limited to:
 - Developing Event Sponsorship and Exhibitor offerings at New Wine Events
 - Growing Annual Partnerships with key partners

Fundraising

- In partnership with the Director of Operations, National Leadership and Trustees, you will also be responsible for creating and delivering a New Wine Fundraising Strategy. This will include:
 - Working alongside the Marketing and Communications team to develop supporter engagement communications.
 - Developing plans that feed into the New Wine Fundraising strategy to increase engagement from high net-worth individuals and cultivate new high-value donors.
 - To manage the major donor income and expenditure budgets, ensuring all activity meets income targets.
 - Championing the use of our CRM for supporter engagement.
 - Reviewing, writing and submitting proposals for grant applications.
 - Overseeing the delivery of the charity's fundraising events.

Business Development

- Identifying new revenue generation opportunities, such as
 - New Wine Online
 - New Wine Resources (Books, Music and Merch Sales)
 - Cafes and Concessions at Events

The above list of job deliverables is open and partial, and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

Person Specification:

Required skills and qualifications:

- Demonstrates emotional intelligence.
- Responsible self-starter who is highly organised and takes initiative.
- Excellent interpersonal skills.
- Excellent written and verbal communication.
- High level of discretion and wisdom.
- An inherent desire to achieve exceptional results.
- Ability to perform and prioritise multiple tasks with excellent attention to detail.
- Flexible team player, willing to adapt to changes and unafraid of challenges.
- Strong time-management skills and an ability to coordinate multiple projects and deadlines.
- Knowledge and experience in using Microsoft 365 and social media.
- Commitment to the mission and values of New Wine.
- Commitment to the values of Holy, Healthy and Humble Leaders.

Preferred skills and qualifications

- Experience in overseeing budgets and expenses.
- Experience in people management.
- Previous experience within the New Wine network and the events industry.
- Knowledge and experience of ChurchSuite and Hubspot.

Role Particulars

Working Pattern: Full time working hours, including weekly in-person team meetings in London: monthly all-staff meetings on Tuesdays twice a month, and weekly on Wednesdays twice a month. The nature of this role means that some travel and working away from home will be required, as agreed in advance. Specifically, the Head of Fundraising and Partnerships must be available for the annual leadership conference and some or all of the New Wine annual summer festival (on-site or remote support).

Places of work: This role is eligible for hybrid and flexible working, with a minimum of 1 day in the London office a week.

Supervision: The post holder will receive regular supervision from their line manager.

Role review: There is a three-month probationary period for this role. The post holder will then receive a quarterly rolling review of performance, the role, job description, terms and package.

This post is subject to an occupational requirement that the holder be a practising Christian under Part 1 of Schedule 9 of the Equality Act 2010.

This job description is intended to summarise the primary responsibilities and qualifications for this position. The job description is intended to include only some duties an individual in this position might be asked to perform or all qualifications that may be required now or in the future. New Wine reserves the right to revise the duties outlined in this job description at its discretion.

Application process

Apply to: Please apply to lucy.parker@new-wine.org with your CV and cover letter.
Closing date: 03 May 2024