



## Job description and person specification, Head of Fundraising

**Reports to:** Joint Chief Executives

**Hours of work:** 35 hours per week (other hours negotiable if requested)

**Location:** Home based, with some travel within the UK

**Salary:** £42,000 per annum

**Holiday:** 25 days annual leave plus 8 bank holidays, and the working days that fall between Christmas and New Year

**Notice period:** Three months

**Contract length:** Permanent

### The role of Head of Fundraising

The TSA is seeking a highly experienced, confident and capable Head of Fundraising to provide leadership and direction on all aspects of income generation. The charity has gone from strength to strength over the last 24 months, including income generation, and we are looking for an experienced fundraising professional to continue this amazing work.

Working closely with the TSA's Joint Chief Executives, you'll join the Senior Management Team and will be expected to successfully implement our new three-year fundraising strategy, which aims to diversify and raise income in a sensible yet ambitious way.

You'll have a genuine passion about making a difference and working with a range of different people to increase income across multiple streams. The chosen candidate will have experience of developing multiple income streams, building and maintaining meaningful relationships with existing and new supporters and demonstrable exceptional communication skills.

In return, you'll know that you're making a massive difference in the lives of thousands of people across the UK, while working in an environment that encourages flexible and supportive working.

admin@tuberous-sclerosis.org | support@tuberous-sclerosis.org  
Main switchboard: 0300 222 5737 | TSA Support Line: 0808 801 0700  
The TSA, c/o Nightingale House, 46-48 East Street, Epsom, Surrey, KT17 1HQ  
Charity number: 1039549 (England & Wales), SC042780 (Scotland)

## Head of Fundraising responsibilities

### 1. Strategic, leadership and management

- Provide leadership for fundraising and income generation across the TSA team. Attend regular strategy meetings and be a leading voice in shaping the TSA's income generation activities
- Lead in the development, implementation and review of fundraising policies and strategy ensuring they are in line with the overall organisation business plan
- Provide line management for the Fundraising Manager and Grants and Trusts Manager, including regular meetings and ensuring that the fundraising team are fulfilling all areas of their roles, meeting agreed KPI's and achieving set income targets
- 
- Lead on the annual business planning and budget cycle for the income generation
- Effectively collect and analyse data to demonstrate income trends, the impact of fundraising and income generation. Use this data to inform quarterly reports to the Board of Trustees, determine the impact of the team's work and drive continual improvements in policy and practice
- Attend and actively contribute to weekly TSA team meetings

### 2. Income Generation and partnership

- Lead on all income generation activities, with a focus on developing new fundraising initiatives for corporate giving, major donor fundraising, legacy giving and TSA appeals
- Develop and deliver short and long-term fundraising and partnership strategy for the TSA. Ensure that the TSA has a balanced portfolio, and the fundraising team successfully delivers income across multiple streams
- Working closely with the Joint Chief Executives and Grants and Trusts Manager, expand the TSA's range of research funding sources to include public, academic, commercial and innovation funding alongside investment from the TSA itself
- Accurately forecast and monitor against income generation targets
- Identify opportunities to work with partners on areas of common interest where the TSA can achieve more through joint funding, gifts in kind (such as time or services) or delivering joint projects than the charity could do by working alone
- Ensure the TSA's fundraising policies, procedures are up to date and that all fundraising activities comply with law and the Fundraising Regulator guidelines

admin@tuberous-sclerosis.org | support@tuberous-sclerosis.org  
Main switchboard: 0300 222 5737 | TSA Support Line: 0808 801 0700  
The TSA, c/o Nightingale House, 46-48 East Street, Epsom, Surrey, KT17 1HQ  
Charity number: 1039549 (England & Wales), SC042780 (Scotland)

- Continue to maintain established, and develop new relationships with potential fundraising supporters and partners across all sectors

## Marketing and communications responsibilities

- Work closely with the communications team to develop inspiring fundraising campaigns, appeals, cases for support and content for distribution across all digital platforms, including social media, e-newsletters and Scan magazine, website and fundraising platforms
- Continue to strengthen our supporter engagement plans to identify and build excellent working relationships that leads to increase income

## General responsibilities

- Adhere to all TSA policies, procedures, values and behaviours
- Comply with all internal and external Health and Safety requirements and complete Risk Assessments as appropriate
- Work as part of a small fundraising team, you will enjoy taking on new challenges and happy to work flexibly as the TSA continues to develop and grow
- Represent the charity at a small number of TSA events as required

## Other requirements of the post

The post holder must be prepared to work flexibly to meet the needs of the organisation. This may entail occasional evening and weekend work. Occasional travel within the UK may be required for team meetings and events.

A DBS enhanced disclosure will be required prior to taking up post.

## Person specification

### Essential

- Strategic thinking and planning

admin@tuberous-sclerosis.org | support@tuberous-sclerosis.org  
Main switchboard: 0300 222 5737 | TSA Support Line: 0808 801 0700  
The TSA, c/o Nightingale House, 46-48 East Street, Epsom, Surrey, KT17 1HQ  
Charity number: 1039549 (England & Wales), SC042780 (Scotland)



- Multi-tasking, ability to manage a diverse workload, prioritise needs and manage your own time
- Proven background in fundraising and income generation leadership across multiple income streams including community, corporate, major donors, regular giving and legacy
- Experience of building relationships with major donors and corporate supporters
- Demonstrated experience of developing strategies and business plans
- Experience of leading a team and line-managing colleagues. At least 5 years' experience of managing a fundraising team
- Experience of developing standard operating procedures and embedding them in day-to-day operations
- Experience of managing budgets
- Able to set and manage ambitious income targets
- Able to grasp complex issues and communicate complex issues simply
- Quick learner and able to onboard swiftly
- Experience of working with customer relationship management databases (please note that we use Beacon)
- Experience of a broad range of communications tactics across media, supporter engagement, websites and social media, internal communications
- Able to work with people with a wide range of abilities, with a warm empathetic style
- Experience of collecting and monitoring data to analyse service impact and drive service improvements
- Excellent communications skills (oral and written)
- Understanding of the relevant regulatory frameworks, Institute of Fundraising Codes of Conduct, Fundraising Regulator guidelines and Gift Aid regulation
- Effective team player who is willing to take on new challenges and work flexibly to meet the needs of the charity (including occasional evenings and weekends to deliver presentations and attend events)

## Desirable

- Fundraising or communications qualification
- Experience of working with people living with learning disabilities or autism
- Experience of working with children or adults with disabilities or chronic health conditions

admin@tuberous-sclerosis.org | support@tuberous-sclerosis.org  
Main switchboard: 0300 222 5737 | TSA Support Line: 0808 801 0700  
The TSA, c/o Nightingale House, 46-48 East Street, Epsom, Surrey, KT17 1HQ  
Charity number: 1039549 (England & Wales), SC042780 (Scotland)



[www.tuberous-sclerosis.org](http://www.tuberous-sclerosis.org)



@UKTSA



[www.facebook.com/thetsauk](http://www.facebook.com/thetsauk)



[www.linkedin.com/company/tuberous-sclerosis-association/](http://www.linkedin.com/company/tuberous-sclerosis-association/)

To apply, please submit your CV and a cover letter (no more than two pages) telling us how you meet the requirements for this role.

Shortlisted candidates will be invited to attend a competency-based interview. The interview process will include a test of essential skills.

Due to the expected volume of applicants, we will not be able to acknowledge candidates who are not shortlisted.

admin@tuberous-sclerosis.org | support@tuberous-sclerosis.org  
Main switchboard: 0300 222 5737 | TSA Support Line: 0808 801 0700  
The TSA, c/o Nightingale House, 46-48 East Street, Epsom, Surrey, KT17 1HQ  
Charity number: 1039549 (England & Wales), SC042780 (Scotland)

