

Head of Fundraising

JOB DESCRIPTION

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| Job Title | Head of Fundraising |
| Responsible for | Volunteer Fundraisers |
| Line Manager | Charity Director |
| Hours | 24 hours (Full time - 40 hours per week) |
| Leave | 33 days pro rata inclusive of public holidays |
| Location | Remote, home working |
| Pension | Employer's contribution: 6%, employee's contribution: 4% |
| Salary | £33,500-£36,500 pro rata |

This is a one year fixed term role until 31 March 2026 with potential for extension.

Our Mission

To beat vitiligo by eradicating the psychological, social and physical effects on people's lives and by finding effective treatments and a cure.

Purpose of the role

The purpose of this role is to increase the fundraising capability of The Vitiligo Society and secure the income we need to deliver our support to those affected by vitiligo. It is part of our new fundraising strategy.

Reporting to the Charity Director you will take the lead on establishing a fundraising programme. You will also support our community and membership fundraising, recruiting and supporting volunteer fundraisers and helping to improve and maintain our membership & donation processes.

This job could be for you if you have fundraising experience and are pro-active, organised and motivated to try new things and contribute ideas.

You will be joining a successful charity and bring your skills to an often unacknowledged but truly important cause in a friendly and supportive team environment.

Key responsibilities

Fundraising from Trusts and Foundations

Leading on applications to trusts and foundations with input from the Charity Director and delivery teams as needed, incl:

- Writing and submitting high quality applications to trusts and foundations that reflect The Vitiligo Society and our members' stories.
- Researching potential charitable trusts and foundations to approach for funding.
- Build and maintain positive relationships with key personnel in relevant funding organisations.
- Support monitoring and evaluation and coordinate relevant reporting to funders.
- Establishing and maintaining a funders database within our existing CRM system.

Community Fundraising

- Assisting with improving the processes for donations from individuals.
- Working in cooperation with the staff, trustees and volunteers to develop and deliver up to 3 fundraising campaigns per year (a minimum of 1).
- Recruiting and supporting community volunteers to undertake fundraising activities.

Other fundraising

- Working with the Charity Director to develop the organisation's Trusts and Community fundraising strategy.
- Assist with the development of a corporate fundraising strategy as appropriate.
- Assist with the reporting on income generation and evaluating progress.
- Keeping up to date with best practice in fundraising and fundraising trends.

People Management

- Oversee the engagement of volunteer fundraisers, supporting them to undertake community fundraising activities and sharing their stories to inspire others.
- Build, and encourage, positive working relationships with other staff to ensure members receive relevant information at the right time and that communications reflect the lived experience of individuals affected by vitiligo.

General

- Working within the The Vitiligo Society ethos and values.
- Be part of a rota of staff & volunteers answering the Society's helpline
- Attend The Vitiligo Society events when required, which may include planning and attending support events virtually and in person.
- Be part of the rota for checking The Vitiligo Society's social media outside normal office hours.
- Support content creation for The Vitiligo Society, by identifying potential case studies and stories.

This job description cannot cover every task that might arise within the post and the post-holder will be expected to carry out other duties from time to time.

PERSON SPECIFICATION

| | Essential | Desirable |
|---|-----------|-----------|
| Commitment to improving the lives of patients with vitiligo | x | |
| Understanding of legislation & best practice within fundraising | x | |
| Ability to inspire and motivate others, especially volunteers | x | |
| Excellent negotiator/influencer who can foster and develop excellent working relationships | x | |
| Track record of successful fundraising from trusts and foundations | x | |
| Experience supporting volunteer fundraisers and developing community fundraising programmes | x | |
| Excellent communication and IT skills, inc. Microsoft 365 | x | |

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| Excellent relationship building skills, with both internal and external stakeholders | x | |
| Experienced in using social media and publishing updates | x | |
| Ability to write compellingly and clearly to garner support for our members | x | |
| Experience of fundraising from individuals within a membership organisation | | x |
| Qualification in fundraising (e.g Certificate in Fundraising from Chartered Institute of Fundraising) | | x |
| Ability to work with complex CRM systems | | x |
| Experience arranging both in person and virtual events | | x |
| Experience of other forms of fundraising | | x |