



St George's Crypt - Job Description

Job title: Head of Fundraising

Reporting to: Deputy CEO

Direct Reports: Community Fundraiser/ Trust and Grants Fundraiser/ Events Fundraiser / Individual Giving Fundraiser / Administrators for Fundraising Department / Marketing for Fundraising Social Media

About the Charity:

'Ending Homelessness, Restoring Lives, and Sharing God's Love.'

Rooted in Christian compassion, our mission is to ensure that every person in Leeds has access to shelter, support, and dignity - regardless of background - through compassionate care on their journeys out of homelessness.

About Our Employees:

The twin objectives of St George's Crypt are the relief of hardship and poverty among those living with homelessness, poverty and addiction in the city of Leeds and beyond; and the advancement of the Christian religion for public benefit. Therefore, it is key for the employees and volunteers of the Crypt to be sympathetic to the Christian faith which underpins all our work.

Safeguarding Responsibilities:

- Enforcing the company's safeguarding policy.
- Being alert to and recognising welfare issues, being sure to challenge poor practice.
- Sharing appropriate information with relevant people.
- Continually working with the families of residents and service users, sharing information and contributing to plans if a concern is investigated.
- Ensuring that all staff having contact with children, vulnerable adults and/or their families have received appropriate training on safeguarding issues.
- To Understand and implement working practices set by the Safeguarding Adults and Children Board.
- To understand and implement working standards set by the domestic violence and abuse quality mark documentation.

Charity Wide Responsibilities:

- Model the Christian values of forgiveness and compassion in communicating with all staff, volunteers, and clients.
- Value and respect the prayer life that underpins the work of the Charity.
- Recognise the holistic needs of all service users both practical and spiritual and either respond directly or refer as appropriate.
- Be willing to advocate the Charity to other churches and organisations.
- Attend training courses and conferences in order to maintain personal development as agreed with Line Manager.
- Due to the nature of the role and the workplace, the post holder must be over 18 years of age.

Job Purpose:

To drive, lead and grow our income generation strategy. This senior leadership role has responsibility for developing diverse, sustainable income streams and building strong relationships with supporters, partners, and funders.

To play a key role in shaping the organisation's future, working closely with the deputy CEO, senior leadership team, and trustees to ensure we have the resources needed to deliver lasting impact.

To increase income from the corporate sector and raise the organisation's profile within the business community.

Key Job Role Responsibilities and Main Tasks:

Strategy & Leadership

- Improve on and deliver the fundraising strategy aligned with organisational priorities and growth plans
- Lead, motivate, and develop the fundraising team, fostering a high-performance and collaborative culture
- Contribute to organisational strategy as a member of the leadership team
- Provide regular reporting and insights to the senior leadership team and Board of Trustees
- Following agreement of budget and discussions with departmental leads, prepare clear objectives for Fundraising.
- Have 3 121s with the team per annum followed by and annual appraisal review

Income Generation

- Grow and manage income across a range of streams, including:
 - Trusts and foundations
 - Major donors and high-net-worth individuals
 - Corporate partnerships and sponsorships
 - Community fundraising and events
 - Individual giving and digital fundraising
- Identify and develop new funding opportunities and innovative approaches to income generation, particularly corporate donations and partnerships.
- Oversee budgets, forecasts, and income targets, ensuring financial sustainability

Corporate Fundraising & Partnerships

- Identify, secure, and grow corporate partnerships, sponsorships, and Charity of the Year relationships
- Build and manage a portfolio of corporate supporters, ensuring effective stewardship and retention
- Develop tailored partnership proposals, sponsorship packages, and presentations for corporate audiences
- Represent the organisation within the local and regional business community, including networking events
- Drive engagement opportunities including employee fundraising, volunteering, and corporate-led initiatives
- Oversee and grow existing corporate schemes, including the Angel Scheme

- Monitor corporate income performance against targets and provide regular reporting

Relationship Management

- Build and steward strong relationships with funders, donors, corporate partners, and key stakeholders
- Act as a senior ambassador for the charity, representing the organisation externally at meetings and events
- Work closely with communications and service teams to ensure compelling, accurate impact storytelling

Governance & Compliance

- Ensure all fundraising activity is ethical, compliant, and aligned with relevant regulations and best practice
- Manage risk across fundraising activities and ensure robust systems and processes are in place

The tasks and responsibilities listed above are not exhaustive and may be amended according to the needs of the Charity. Employees are expected to work flexibly in responding to external and internal initiatives to support the needs of the Charity.

Person Specification:

Essential Charity Wide:

- DBS Cleared
- Safeguarding training
- Flexible attitude towards working arrangements
- Professional attitude and approach

Essential Job Role Specific:

- Significant experience in a senior fundraising or targeted role, ideally within the charity or not-for-profit sector
- Proven track record of delivering and growing income across multiple streams
- Corporate fundraising experience
- Strong leadership and people-management skills
- Excellent relationship-building and communication abilities
- Strategic thinker with strong financial and analytical skills
- Commitment to the values and mission of tackling homelessness
- Must hold a full, clean driving licence

Desirable:

- Experience working with or reporting to a Board of Trustees or director level equivalent
- Knowledge of homelessness, housing, or social justice issues
- Experience of organisational growth or income diversification
- Relevant professional fundraising qualification