



CATHOLIC CHILDREN'S SOCIETY JOB DESCRIPTION & PERSON SPECIFICATION

POST:	Head of Fundraising (Maternity Cover)
RESPONSIBLE TO:	CEO
LOCATION:	73 St Charles Square, London. W10 6EJ (Hybrid)
HOURS:	Full-time (35 hours per week)
SALARY:	£60,000 - £65,000 p.a. (dependent on experience)
BENEFITS:	Generous annual leave allowance of 35 days p.a. plus bank holidays; 11% employer pension contribution; employee Health Plan and Assistance Programme.

ORGANISATIONAL INFORMATION

Our mission is to bring hope and positive change to children and families. To achieve this we deliver a range of services. The Catholic Children's Society (CCS) is one of the largest providers of mental health services to schools in London and the Southeast. We also provide early years education and family support, including offering emergency assistance for families in crisis.

CCS works with children and families of all faiths and none; our sole aim is to help those in greatest need so they can overcome the challenges they face, achieve their potential and have better chances in life. Our work is underpinned by our core values of integrity, compassion, inclusion and partnership.

PURPOSE OF THE JOB

This is an exciting opportunity to join our friendly team and use your fundraising experience to make a real difference to the lives of vulnerable children and families. As Head of Fundraising, you will lead a team of two fundraisers to develop relationships and generate income from charitable trusts, statutory sources, individuals, schools and parishes.

This is a diverse and rewarding role where you can work closely with our project teams and see the direct impact of your efforts. The fundraising team is also actively involved in service delivery and this role will be instrumental in helping to distribute gifts and food to hundreds of disadvantaged families at Christmas, as well as helping families in crisis via our Crisis Funds.

You will also play an important role in the senior management team, helping to shape the charity's overall strategic direction and ensure that many more disadvantaged children and families can access the support they need and have hope of a better future.

KEY ACTIVITIES/ACCOUNTABILITIES

- Responsible for all voluntary income, including income from charitable trusts, statutory sources, schools and individual donors.
- Develop an in-depth knowledge of CCS strategic objectives, projects and activities in order to source suitable funding to sustain and develop this work.
- Provide reports to the Board of Trustees, CEO and senior management team updating them on fundraising activities and results.
- Provide input into CCS's overall strategic planning process.
- Manage the fundraising team, setting objectives, development plans and KPIs to appraise staff performance.
- Manage income and expenditure budgets and analyse and report on performance against budget.

DUTIES AND RESPONSIBILITIES

Grants

- Research, develop and produce a range of bids to charitable trusts and foundations, and occasionally to local authorities, government departments and other appropriate organisations.
- Develop project budgets, working in partnership with the finance department, and present these clearly to funders.
- Monitor grant usage and write project reports for funders.
- Develop positive long-term relationships with charitable trusts and grow income from these sources.
- Meet with funders as necessary to provide further information about our work and outline our case for support.

Individual Giving

- Write fundraising appeals to existing supporters and increase income generated from these appeals.
- Write compelling case studies to illustrate the impact of our work and engage our supporters.
- Develop positive long-term relationships with individual supporters (including high-net-worth individuals) through acknowledgements and other communications.
- Write press releases and marketing materials to promote CCS services.
- Develop our donor stewardship programme for new and existing supporters.
- Respond to legacy enquiries and promote legacy giving.

Community Fundraising & Events

- Deliver presentations to schools and other organisations about the work of CCS.
- Work with colleagues to produce creative and interactive resources for children and young people in schools.
- Coordinate our supporter engagement events.

Service Delivery

- Manage our annual Christmas Gift Appeal, helping to coordinate the distribution of gifts and food to local disadvantaged children and families.
- Manage volunteers who support our work through special events and campaigns.
- Review Crisis Fund applications, seeking further information where appropriate and making decisions on what funding should be awarded.

Data Management

- Ensure accurate record keeping of all activity and relationships on our Salesforce CRM.
- Use our CRM to generate reports and analyse data (training will be provided).

Other

- Identify any donor acquisition opportunities through advertising, digital fundraising, community fundraising or events.
- Work with external suppliers such as designers, advertising agencies, printing and fulfilment companies.
- Ensure that the fundraising team adhere to the GDPR and the Fundraising Regulator's Code of Fundraising Practice at all times.

Note: Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly and positively to support our organisational goals and business needs. This job description is a guide to the level and range of responsibilities which the post holder will initially be expected to undertake. It is not exhaustive and will be subject to review/change to meet evolving circumstances and demands. It will not form part of the post-holder's contract of employment.

PERSON SPECIFICATION

At least four years' fundraising experience and a proven track record of securing income in excess of £300,000 p.a.	Essential
Experience of managing a team.	Essential
Proven track record of setting, forecasting and achieving targets.	Essential
Proven track record of personally securing income from charitable trusts.	Essential
Experience of successfully cultivating and managing relationships with donors.	Essential
Experience of direct marketing fundraising and producing successful fundraising campaigns/appeals.	Essential
Excellent interpersonal, verbal and written communications skills and ability to present information in a clear and compelling way.	Essential
Outstanding organisational and administrative skills and the ability to multi-task and work to competing deadlines.	Essential
Excellent attention to detail.	Essential
Ability to work both independently and as part of a team.	Essential
Excellent IT skills and proficiency in using Microsoft Word, Outlook and Excel.	Essential
Respect for our organisational values and the Catholic ethos that underpins the work of CCS (please note there is no requirement or expectation that the post-holder is Catholic).	Essential
Experience of using a CRM, preferably Salesforce.	Desirable
A formal fundraising qualification	Desirable