

Head of Programme Development

Salary:	£60,000k pro-rata
Duration:	12-month fixed-term contract
Type of role:	Part-time (3-4 days a week, negotiable)
Location:	Home-based & Candidate must be a UK tax resident
Reporting to:	CEO
Application deadline:	8 April 2025

Integrity Action welcome and encourage applications from candidates who are likely to be underrepresented among senior management in the UK charity sector. Increasing the diversity of our Board and staff is an important objective within Integrity Action's [Power With approach: our journey towards gender, social and climate justice](#).

ABOUT THE ROLE

Integrity Action is seeking a highly experienced and creative fundraiser. This position will primarily focus on fundraising from Trusts, Foundations, and Corporate donors. It presents an exciting opportunity to lead and manage relationships with new and existing funders, ensuring sustainability and growth of Integrity Action's pioneering work. You will work closely with the team to convert project concepts and designs into compelling offers to trusts, foundations and corporate funders. You will help open doors to new funding and secure opportunities to present Integrity Action's work to grant funding decision makers. When this is done successfully, you will lead the follow up to ensure we receive funding. You will report to the CEO and share progress with the senior management and Board leadership quarterly. This position is offered as a 12-month contract to cover a sabbatical.

INTEGRITY ACTION

[Integrity Action](#) is an innovative and award-winning charity devoted to fighting poverty and inequality through citizen-centred accountability. We equip citizens to assess vital development and humanitarian projects in their communities, report problems publicly, and work with those responsible to ensure the problems are fixed. Integrity Action has helped citizens across Africa, Asia, Europe, and the Middle East identify and solve thousands of problems and in so doing transform hardships into real-life benefits for hundreds of thousands of people. Our pioneering approach uses our tried and tested citizen-centred methodology and tools. The purpose of this role is to lead on fundraising for the organisation. You'll build relationships with funders – primarily trust, foundations and corporates and secure income. The fundraising focus in 2025 is primarily for climate-focused programmes and Ukraine focused programmes.

KEY RESPONSIBILITIES

1. Relationship Management:

- Proactively identify and open doors to new funding opportunities by leveraging your existing networks with trusts, foundations and corporates.
- Strengthen relationships with Integrity Action's existing funders, identifying opportunities to increase and extend their financial commitments.
- Represent Integrity Action confidently and persuasively in presentations, meetings, and events to introduce our mission to potential funders and key stakeholders.

2. Trusts, Foundations, and Corporate Fundraising:

- Develop and submit compelling, targeted written proposals and applications to trusts, foundations, and corporate funders.
- Collaborate closely with the Integrity Action team to effectively translate project designs into persuasive funding proposals.
- Work closely with partners by submitting high quality inputs to external bids where we are a sub-partner.
- Liaise closely with consultants who support us with corporate fundraising.

3. Strategic Fundraising Support:

- Lead prospecting for new funding opportunities and develop donor engagement plans to expand the funding pipeline
- Maintain and oversee fundraising tracking systems ensuring accurate records of donor interactions, pipelines, and reporting.
- Regularly update senior management and the Board on fundraising strategies and progress.

ESSENTIAL EXPERIENCE AND SKILLS

- Proven track record in securing funding from Trusts, Foundations, and Corporate donors.
- Outstanding writing and proposal development skills, with the capacity to write for different audiences and about topics on which they may not be a technical expert.
- Demonstrated experience in relationship-building and stewardship of donor relationships.
- Excellent oral communication and presentation skills.
- Familiarity with the landscape, priorities, and methodologies of private foundations.

PERSONAL QUALITIES

- Committed to Integrity Action's [values and operating principles](#)
- Committed to Integrity Action's *Power With Gender, Climate and Social Justice* values
- Self-motivated, proactive, hands on and deadline oriented
- Positive, resilient and supportive of others

WORKING WITH INTEGRITY ACTION

We provide a flexible, inclusive, and collaborative working environment where all team members' contributions are valued. Occasional travel for in-person team meetings in London (approximately once every two months) will be required.

ADDITIONAL INFORMATION

- **Holiday Entitlement:** 28 working days per year (pro rata), plus UK public holidays
- **Pension scheme:** All employees are eligible to join the NEST pension scheme, with matched contributions up to 5% of salary
- **Flexible working:** flexible working policy in place including a condensed hours option

TO APPLY

Please send your CV and a 1 page cover letter outlining your relevant experience and motivation for applying to info@integrityaction.org by **8 April 2025**. Only short-listed candidates will be contacted. Interviews are expected to take place in April 2025, with an anticipated start date in May or June 2025. If you have questions or need to discuss the role before applying, contact brittany.stevens@integrityaction.org

For details on how we handle your data see our privacy notice: <https://integrityaction.org/privacy-policy/>