



Trust and Foundations Fundraising Manager

Responsible to:	CEO
Location:	This is a hybrid role, that will require some weekly attendance at our office at Headway Kent - Kent and Canterbury Hospital – Canterbury
Hours:	21 Hours
Annual Leave:	17 days
Pay Scale:	£38,000 FTE (pro rata for 21 hours per week is £22,800)
Term:	Permanent

Headway Kent is a registered charity dedicated to providing essential support and services to people affected by acquired brain injuries across Kent. While our main office is located at the Kent and Canterbury Hospital, we operate independently of the NHS and receive no NHS funding.

At Headway Kent, we believe that every brain injury survivor in the region deserves access to the best possible social rehabilitation services. However, cuts in local authority social care funding have made delivering these services increasingly challenging. To ensure we can continue providing the support our clients need, we are establishing our first-ever fundraising department to diversify our income streams and enhance the range of services available to survivors and their families.

This is a pivotal moment to join our organisation as we embark on a new chapter with ambitious goals. We've just launched a new website together with a new fundraising campaign to secure a new building at our current base, allowing us to expand and improve our services. It's an exciting time of growth, and we're seeking a passionate, experienced Trusts and Foundations Fundraiser to help us make a significant impact.

This role offers a unique opportunity to contribute to life-changing work while shaping the future of fundraising at Headway Kent. If you are driven to make a meaningful difference and have the skills and experience we're looking for, we would love to hear from you.

Join us and be part of something truly impactful.

Key Responsibilities:

- Manage and develop existing fundraising strategies while identifying new funding opportunities.
- Cultivate relationships with corporate partners and the wider community to drive sustainable growth.
- Oversee funding partnerships, ensuring excellent stewardship by engaging and updating relevant parties.
- Research and prioritise relevant trusts and foundations.
- Collaborate with the HWK team to compile fundraising proposals and applications for grants and prospective partners.
- Represent HWK at fundraising and networking events when necessary.
- Organise and manage fundraising cost budgets.
- Ensure all income and donations are processed, acknowledged, and managed in line with GDPR best practices.
- Ensure HWK complies with all fundraising regulations and best practices.
- Monitor and evaluate fundraising activities, providing regular reports.
- Contribute to the development of HWK profile on social media and communications.
- Build and maintain strong working relationships with HWK team members and volunteers.
- Act as a positive ambassador for the work of HWK.

Personal Specification:

Professional Experience - Essential

- At least two years' experience in charity/third-sector fundraising or similar.
- Strong interpersonal and networking skills, with the ability to build rapport quickly.
- Excellent written skills with the ability to create compelling proposals and grant applications.
- Proven success in relationship management and donor stewardship.
- Experience managing and growing relationships.
- Strong administrative and organisational skills.
- Experience with budgeting, forecasting, and financial targets.
- Understanding and empathy for the mission of HWK.

Professional Experience - Desirable



- Certificate in Fundraising or equivalent.
- Experience fundraising for a health-related charity.

Personal Attributes

- High levels of personal integrity.
- Ability to manage multiple priorities with minimal supervision.
- Collaborative and team-oriented, with good leadership skills.
- Dynamic and solution focused.
- Self-motivated with excellent initiative.
- Skilled in relationship-building and people management.
- Flexible and adaptable to evolving circumstances.
- Excellent communication and presentation skills.

What We Offer:

- 17 days of holiday per year (excluding bank holidays).
- Workplace pension scheme
- Positive and supportive work environment.
- Learning and development opportunities.
- Flexible working arrangements.

Please submit your CV and no more than 2 sides of A4 as a supporting statement to Jennifer Walsh at jwalsh@headwaykent.org

Interviews to be held the week commencing Monday 24th November 2024.