



Chief Executive Officer

Job Description



**COMMUNITY
FOUNDATION
FOR CALDERDALE**

Role Title:
Chief Executive Officer (Full-Time)

Salary:
In excess of £60k

Responsible to:
**The Board of Trustees,
through the Chair of Trustees**



Role Responsibility

The staff team, organisational leadership, strategic delivery, donor development, philanthropy, partnerships, governance, compliance, finance, operations, systems, health and safety, HR and external representation.

Location/Working arrangements

This is a full-time leadership role requiring a visible and active presence in Calderdale. Community Foundation for Calderdale (CFFC) supports flexible and hybrid working where this is compatible with the needs of the organisation, its staff, donors, partners and communities. However, the CEO will be expected to be based in, or within reasonable travelling distance of, Calderdale and to spend regular time in the office each week.

As a guide, the role will require office-based working for at least a few days each week, alongside attendance at external meetings, donor conversations, community visits, trustee and committee meetings, and CFFC events. Some commitments will take place outside normal office hours, including occasional evening or early morning meetings, civic events, donor events and community activities. The successful candidate will therefore need to work flexibly and manage their time accordingly, in discussion with the Chair of Trustees.

The working pattern will be agreed with the successful candidate, but the expectation is that the CEO will be accessible, visible and available to lead the organisation effectively.

Holiday Entitlement

20 days' annual leave, plus 8 bank holidays, increasing with length of service up to a maximum of 25 days after five years. In addition, staff receive Easter Tuesday as an extra day's leave and up to 3 additional days between Christmas and New Year when the office is closed.

Pension

A competitive pension arrangement will be agreed, commensurate with the role and experience.



Role Purpose

Community Foundation for Calderdale is entering an important new chapter.

After many years of committed leadership from the current CEO, the Foundation is seeking an exceptional Chief Executive Officer to lead the organisation into its next phase of impact, growth and development.

The CEO will provide clear strategic and operational leadership across the organisation, working closely with the Board of Trustees, staff, donors, local partners, businesses, professional advisers, community organisations and wider stakeholders.

A central part of the role will be to grow philanthropy across Calderdale, develop long-term donor relationships, increase endowed and flow-through funds, and ensure the Foundation continues to connect generosity with local need.

As the senior leader of a small but ambitious charity, the CEO will need to be both strategic and practical. They must be capable of setting direction, influencing externally and building trusted relationships, while also being willing to get close to the work, support the team and ensure delivery happens.

The successful candidate will combine vision, credibility, emotional intelligence, commercial awareness, operational discipline and a deep commitment to Calderdale.



Key Responsibilities

1. Strategic Leadership

The CEO will:

- Lead the delivery and further development of CFFC's long-term strategy, working with the Board to ensure the organisation remains ambitious, focused and relevant.
- Translate strategic priorities into clear plans, measurable goals and practical actions.
- Ensure CFFC continues to respond to the changing needs of Calderdale's communities.
- Provide confident, thoughtful and values-led leadership through a period of transition.
- Identify opportunities for growth, influence, collaboration and innovation.
- Support the Board in maintaining a clear balance between immediate community need and long-term sustainability.
- Ensure the organisation has the leadership, systems, people, partnerships and resources required to deliver its mission effectively.

2. Philanthropy, donor development and income growth

The CEO will:

- Lead CFFC's philanthropy strategy, with personal responsibility for developing and nurturing significant donor relationships.
- Build strong relationships with individuals, families, businesses, professional advisers, charitable trusts and other funders.
- Grow endowed funds, flow-through funds, legacy giving, corporate partnerships and other forms of philanthropic support.
- Make a compelling case for giving to Calderdale, helping donors understand the impact their generosity can achieve.
- Act as a credible and trusted adviser to donors, helping them shape their giving in line with local need.
- Work with the team to strengthen donor engagement, stewardship, reporting and long-term relationship management.
- Represent CFFC confidently in conversations with high-net-worth individuals, business leaders and senior civic stakeholders.
- Build a broader culture of giving across Calderdale.



3. Governance, compliance and accountability

The CEO will:

- Be accountable for all matters relating to organisational compliance, including legal, regulatory, financial, charitable and governance responsibilities.
- Ensure CFFC complies with relevant charity law, company law, employment law, health and safety requirements, financial regulations, data protection obligations and other applicable legal and regulatory duties.
- Work closely and constructively with the Chair and Board of Trustees.
- Provide clear, timely and balanced information to enable good governance and effective decision-making.
- Ensure trustees are properly supported in fulfilling their legal, financial and strategic responsibilities.
- Maintain strong governance systems, including policies, reporting, risk management, compliance, assurance and accountability.
- Ensure key annual duties, regulatory requirements and organisational responsibilities are clearly documented, owned, reviewed and delivered.
- Support the ongoing development of Board reporting, including focused use of KPIs, financial information, risk reporting, compliance updates and strategic progress reports.
- Ensure appropriate oversight and reporting to the Finance, Grants, and Marketing committees, each led by a committee chair who also serves as a trustee.
- Maintain a positive and transparent relationship between the Board, its committees and the staff team.
- Ensure the organisation is properly prepared for internal and external review, audit, reporting and regulatory scrutiny.





4. Systems, procedures and operational resilience

The CEO will:

- Lead the adoption, implementation, training and oversight of organisational systems, procedures and working practices.
- Ensure systems and procedures are clearly documented, understood, followed and regularly reviewed.
- Promote consistent use of policies, processes and systems across the organisation.
- Ensure staff are properly trained and supported in using the organisation's systems and procedures.
- Oversee the effective use of computerised platforms and digital systems across finance, grants, donor management, communications, records, governance and administration.
- Ensure the organisation has appropriate IT skills, IT support and digital resilience.
- Work with CFFC's external IT support provider to maintain effective, secure and reliable systems.
- Ensure appropriate arrangements are in place for data protection, cyber security, access controls, back-up procedures, records management and business continuity.
- Reduce organisational reliance on informal knowledge by ensuring key duties, processes and responsibilities are properly recorded and owned.

5. Financial leadership, investment oversight and sustainability

The CEO will:

- Work with the Board, Treasurer, Finance Committee and finance team to ensure strong financial planning, management and reporting.
- Lead the organisation towards long-term financial sustainability.
- Ensure income generation, expenditure, reserves, investments and risk are managed responsibly.
- Support the growth of the Foundation's endowment and ensure the financial model supports both current and future community impact.
- Provide leadership and oversight for CFFC's investment portfolio, which exceeds £10m.
- Work effectively with external investment managers, fund managers and relevant professional advisers.
- Periodically lead reviews of investment strategies, with support from the Finance Committee and the Board.



- Ensure the Board and Finance Committee receive clear, timely and appropriate information on investment performance, risk, strategy and policy.
- Provide oversight of property-related matters where relevant, working with external advisers and property managers as required.
- Identify and manage financial risks and opportunities.
- Ensure fund management, donor reporting and grant-making commitments are delivered with integrity and transparency.

6. Grant-making and community impact

The CEO will:

- Ensure CFFC's grant-making remains fair, effective, responsive and aligned with charitable purpose.
- Provide oversight of annual grant-making activity in excess of £2m.
- Support the grants team in maintaining high-quality assessment, due diligence, monitoring, governance and impact reporting.
- Ensure grant applications are processed efficiently, fairly and appropriately within a fast-moving environment.
- Ensure robust governance, compliance and audit trails are maintained throughout the grant-making process.
- Ensure donor funds are used appropriately and in ways that create meaningful local benefit.
- Strengthen CFFC's understanding of local need through relationships with community organisations and local partners.
- Help tell the story of CFFC's impact in ways that are credible, human and compelling.
- Maintain the Foundation's reputation for supporting grassroots organisations and community-led change.
- Ensure the Grants Committee receives appropriate reports, information and assurance to support effective oversight and decision-making.



7. People, HR, culture and health and safety

The CEO will:

- Lead, support and develop the staff team, creating a positive, accountable and collaborative culture.
- Ensure CFFC is a safe, supportive and professional working environment.
- Promote a culture where all colleagues are encouraged to work closely together and share responsibility for creating a positive working environment.
- Support both the organisation's employees and the organisation itself in delivering CFFC's mission in areas of growing community need.
- Work with CFFC's external HR support provider to ensure appropriate HR policies, procedures, advice and employment practices are in place.
- Ensure effective recruitment, induction, supervision, appraisal, development and support for staff.
- Ensure staff have clarity of role, appropriate support and opportunities to contribute to the Foundation's development.
- Promote wellbeing, inclusion, dignity, respect and constructive working relationships.
- Ensure appropriate arrangements are in place for managing performance, conduct, absence, grievance, disciplinary matters and other HR issues.
- Ensure health and safety responsibilities are properly understood, documented, implemented and reviewed.
- Ensure suitable health and safety policies, risk assessments, training and working practices are in place.
- Ensure safeguarding, DBS checking and other relevant suitability checks are carried out where required.
- Promote effective internal communication, shared ownership and continuous improvement.





8. External representation and influence

The CEO will:

- Be the principal public ambassador for CFFC.
- Raise the profile, reputation and influence of the Foundation locally, regionally and within the wider community foundation network.
- Build and maintain effective relationships with local authorities, businesses, MPs, professional advisers, charities, community leaders, public sector bodies and regional partners.
- Speak with authority about local need, philanthropy, community impact and the role of CFFC.
- Ensure CFFC is seen as a trusted, independent and knowledgeable organisation that connects people, resources and community ambition.
- Identify opportunities for collaboration, partnership and influence that support CFFC's mission.
- Represent the organisation professionally in public, civic, business, media and community settings.

9. Organisational leadership and future structure

The CEO will:

- Ensure the organisation has appropriate structures, systems, processes and resources to deliver effectively.
- Review operational needs and, where appropriate, work with the Board to shape future support roles, including potential operational leadership capacity.
- Ensure clear delegation across the team, avoiding unnecessary reliance on one individual.
- Build organisational resilience by strengthening systems, processes, documentation, governance and shared knowledge.
- Support the Board in identifying future skills, capacity and leadership needs.
- Ensure CFFC remains agile, well-managed and able to respond to changing circumstances.





Person Specification

Essential Experience

The successful candidate will have:

- Senior leadership experience in a charity, foundation, philanthropy, business, public sector, social enterprise or related environment.
- A strong track record of building trusted relationships with senior stakeholders, funders, donors, partners or clients.
- Experience of income generation, fundraising, philanthropy, business development or partnership development.
- Experience of working with or reporting to a Board, committee or senior governance structure.
- Strong financial awareness and the ability to understand budgets, management accounts, risk, reserves, investments and sustainability.
- Experience of leading people, managing teams and creating a positive organisational culture.
- Evidence of strategic planning and delivery.
- Experience of representing an organisation externally and building its reputation.
- Experience of working with formal systems, procedures, policies and compliance frameworks.
- Experience of ensuring good governance in a fast-moving operational environment.
- Strong IT skills, including confidence using computerised systems and digital platforms.

Essential Skills and Qualities

The successful candidate will be:

- A credible and confident relationship-builder.
- A persuasive communicator, able to engage different audiences.
- Strategic in outlook, but practical and hands-on in approach.
- Comfortable operating in a small organisation where flexibility and personal responsibility matter.
- Able to inspire trust among donors, trustees, staff and community partners.
- Commercially aware, while remaining values-led and community-focused.
- Organised, resilient and able to manage competing priorities.

- Comfortable with accountability, governance and transparent reporting.
- Able to understand and oversee legal, financial, HR, H&S, IT, data protection and compliance responsibilities.
- Emotionally intelligent, collaborative and calm under pressure.
- Personally committed to fairness, inclusion and local community impact.
- Able to lead both people and processes with clarity, consistency and care.

Desirable Experience

It would be helpful for the candidate to have:

- Knowledge of Calderdale and its communities.
- Experience of community foundations, place-based giving or local philanthropy.
- Experience of major donor development, legacy giving or corporate partnerships.
- Understanding of charity governance, Charity Commission requirements and trustee responsibilities.
- Experience of organisational change, succession planning or leadership transition.
- Understanding of grant-making, impact measurement and community development.
- Experience of working with investment managers, fund managers or professional advisers.
- Experience of overseeing investment portfolios, investment policy reviews or property-related matters.
- Experience of working with external HR, IT, finance, legal or property advisers.
- Experience of managing or overseeing grant-making activity at scale.
- Experience of working within an organisation using digital grant management, CRM, finance or donor management systems.





Key Relationships

The CEO will work closely with:

- Chair of Trustees
- Board of Trustees
- Finance Committee and its Chair
- Grants Committee and its Chair
- Marketing Committee and its Chair
- Treasurer
- Staff team
- Donors and fundholders
- Local charities, voluntary organisations and community groups
- Businesses and corporate partners
- Professional advisers
- External HR support provider
- External IT support provider
- Investment managers and fund managers
- Property advisers and property managers, where relevant
- Local authority and public sector partners
- MPs, civic leaders and regional stakeholders
- UK Community Foundations and the wider community foundation network
- Media and communications partners





Recruitment and Appointment Process

CFFC intends to run a thorough, fair and professional recruitment process to identify the right person for this important leadership role.

The process may include:

- A covering letter and CV, please feel free to be creative with your response and CV.
- Initial shortlisting by a trustee panel.
- An informal visit or conversation with selected candidates to help both parties explore cultural fit and expectations.
- A first-stage interview with members of the Succession Planning Committee.
- A second-stage interview with a wider trustee panel.
- A final conversation with the Chair of Trustees, if appropriate.
- A presentation or practical exercise relevant to the role, such as donor development, strategic priorities, governance or leadership approach.
- Psychometric or behavioural profiling, such as DISC, to support discussion around leadership style, communication and team fit.
- Appropriate referencing, eligibility checks and DBS checking where required.

The process will be designed to test not only experience and competence, but also judgement, values, relationship-building ability, leadership style and commitment to CFFC's mission.

To Apply

Please send a covering letter and CV to:

recruitment@cfc.co.uk

by the closing date of **31st July 2026**.

If you have any queries, please email the Chair of Trustees,
Nigel Cliffe at recruitment@cfc.co.uk

Shortlisted candidates will be notified if their application is to be taken further w/c 10th August 2026.