

## Job Description / Person Specification

<b>Job Title:</b>	Development Manager	<b>Position Type:</b>	21 hours a week
<b>Location:</b>	Based at home, but the role operates within the Kingston upon Thames area	<b>Travel Required:</b>	Yes, within Kingston upon Thames
<b>Salary:</b>	£45,000 FTE pro rata to 21 hours a week	<b>Reports to:</b>	CEO

Kingston Charitable foundation (Kingston CF) was established in January 2021 and incorporates Love Kingston. It is part of the London Funders movement.

As a Place Based Giving scheme, Kingston CF supports local charities and volunteer organisations that address inequalities across Kingston upon Thames. We invest in these groups by distributing grants and sharing available resources to bring about positive change.

We have also developed and delivered new participatory grant making programmes for the benefit of local individuals and families.

By working together, we help create opportunities for those that are most in need.

Our vision: To build stronger communities, where everyone's needs are met.

Our mission:

- Identify where social needs exist in our area through commissioning, publishing, and utilising the best research available
- Provide funds to local support groups that have the expertise to alleviate need, enrich people's lives and improve their life chances
- Inspire and engage with local donors to help build sustainable long-term funds to support our vision
- Build sustainable funds to increase the level of immediate and long-term resources available to organisations with charitable purposes across the borough of Kingston upon Thames

The key purpose of this role is to develop and manage the Kingston CF fundraising development programme, for both business and individual giving.

The successful candidate will be impact and outcome orientated with a creative, inclusive, and can-do attitude. A self-starter that works well on their own and as part of a team, with excellent time management.

Kingston CF have no formal offices, this role is primarily home-based, with co-working days and meetings in Kingston upon Thames.

### ROLE AND RESPONSIBILITIES

### STRATEGY AND PLANNING

- With support from the CEO, create a fundraising strategy to meet our short and long-term funding goals.
- Working with the CEO set annual income and expenditure targets and set out appropriate engagement activities to ensure these are met.
- Prepare phased budgets and forecasts in line with activity plans and progress to ensure the value and timing of planned restricted and unrestricted income to the organisation is accurate.
- Work with the CEO and Community Lead & Grants Manager on Rocket Science 'What Kingston Thinks' Peer Research project for shaping of organisational strategy for the next 3 years.

## **FUNDRAISING**

- Identify, research, approach and cultivate new major donor prospects.
- Work closely with the CEO and existing supporters to map and build on their networks and mobilise introductions / asks through face-to-face meetings, events, email appeals and other methods as appropriate.
- Develop a managed approach to legacy programmes, taking responsibility for securing legacy pledges and implementing targeted appeals.
- Appraise the potential for corporate partnerships, building packages which can help deliver sponsorship of events and support from the corporate sector.
- Research and make applications to trusts and foundations.
- Create stewardship strategy for donors of all levels, alongside identifying and managing acknowledgment and recognition opportunities.
- Identify and develop necessary systems and processes to ensure accuracy in record keeping and tracking income raised. Ensure that all systems created are compliant with GDPR best practice.
- Build and develop cross-organisational relationships to facilitate embedding fundraising across the organisation.
- Host business and individual donor events with CEO, and members of the Board of Trustees.
- Representing Kingston CF at fundraising, community, and external events, acting as an ambassador for the organisation.

## **EXPERIENCE**

- At least three years of proven successful experience in major gifts or corporate partnerships fundraising of four figures or more.
- Proven ability to manage and develop diverse relationships.
- Excellent written and oral English language communication skills.
- Experience in writing and delivering persuasive copy for supporters.
- Thorough understanding of data protection and, specifically, UK GDPR requirements pertaining to fundraising and sponsorship work.
- Full understanding of fundraising guidelines the code of fundraising practice
- Experience of Gift Aid.

## **ESSENTIAL SKILLS**

- Have excellent IT skills, including Office 365 / Excel.
- Have good communication and presentation skills.
- Proven ability to work on own initiative and as part of a team.
- Excellent organisational skills.