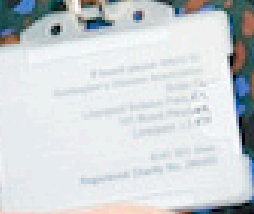




Huntington's
Disease
Association



Head of Fundraising



About the Huntington's Disease Association

What is Huntington's disease?

Huntington's disease is a life-limiting, genetic disorder that causes the breakdown of nerve cells in the brain.

It is caused by a faulty gene and is passed down through families. If a person inherits the gene they will develop the disease. Every child conceived naturally to a parent who carries the Huntington's gene has a 50% chance of inheriting it.

Huntington's leads to symptoms affecting three main areas, movement, behaviour and cognition.

Although there is, as yet, no cure, some symptoms can be managed to improve the person's quality of life.

What do we do?

The Huntington's Disease Association provides specialist support to people affected by Huntington's disease across England and Wales.

The charity was founded in 1971 after a family who had been given a diagnosis of Huntington's put a letter in the local paper asking if anyone knew of any other families in a similar situation. It began as a self-help group with 76 members and was known initially as the Association to Combat Huntington's Chorea, later becoming the Huntington's Disease Association.

We raise awareness of Huntington's disease and offer practical advice and support, training to health and social care professionals and fund research into the disease. We want a better life for anyone affected by Huntington's disease.

Approximately 8000 people in the UK are currently living with Huntington's disease



We support over 8000 people in England and Wales



A further 32,000 are at risk of developing the disease



HDYES support over 700 individuals



We have a membership of over 5000 people, both Huntington's disease family members and professionals.



28k people visit our website each month



Our VISION

Together we will build a better life for anyone affected by Huntington's disease.

Our MISSION

To enable everyone affected by Huntington's disease to live life to their full potential by:

- *Improving care and support*
- *Educating families and the professionals who work with them*
- *Championing the needs of the Huntington's community by working together*
- *Influencing decision-makers to tackle discrimination and secure equity of access to services*

Our VALUES

We are:

Tenacious, Experienced, Compassionate, Inclusive, Inspirational



We will ensure everyone affected by Huntington's disease gets the care and support they need



We will help make each day with Huntington's disease the best possible day



We will make sure the voices of people affected by Huntington's disease are heard and are at the heart of everything we do



We will not rest until everyone with Huntington's disease has access to treatments



We will be a resilient charity

Job description

Job title:

Head of Fundraising

Job type:

Permanent, 35 hours per week (Full-time)

Responsible to:

Chief Executive

Office location:

Hybrid role (minimum three days in Central office, Liverpool)

Salary:

£51,000

Job purpose:

We are looking for a highly experienced and creative leader to join as Head of Fundraising at the Huntington's Disease Association. The successful candidate will be dynamic, experienced, and have a proven record as a fundraiser. You will be an inspirational leader and communicator with excellent networking skills.

The Head of Fundraising is responsible for overseeing the strategic management of the charity's fundraising, ensuring financial growth and stability. You will lead and develop the fundraising function to ensure financial sustainability of the organisation's services. This essential role will enable the charity to secure the necessary financial resources to support the charity's ambitions to meet the needs of anyone affected by Huntington's disease.

To be successful in this role you will have a strong understanding of professional fundraising as well as relevant experience of building beneficial relationships with corporates. You will have experience of managing teams and an in-depth knowledge of budget development and management.

You will lead in the creation, development, and implementation of both the fundraising strategy and the fundraising ambitions within the organisation's strategy. You will have overall accountability for the fundraising team who generates the funds needed to keep the charity operational.

The charity is seeking to increase all areas of income, including significantly developing our engagement and interaction with corporates, while increasing our success with individual giving, events and trusts and foundations, as well as developing new approaches to attract major donors.

You will have the knowledge to build on our excellent supporter engagement, the skills to build beneficial relationships, a passion for innovation and a creative flair to bring new ideas and lead in shaping the exciting future of fundraising at the Huntington's Disease Association.

You will line manage the fundraising team, currently consisting of a Community Fundraising Co-ordinator, a National Fundraising Events Co-ordinator, Senior Individual Giving Co-ordinator, a Philanthropy Executive (Trusts and Foundations) and a Fundraising Administrator.

You will work in close collaboration with the Head of Communications and Marketing to plan and execute an annual plan for fundraising initiatives ensuring brand guidelines are adhered to. As a member of the executive team, you will work closely with the Chief Executive and other Heads of Department to effectively contribute to the delivery of short, medium, and long-term objectives. This role will involve representing the charity at external events and building relationships with a wide range of internal and external stakeholders.

Main duties

Fundraising:

- Drive innovation in fundraising activity, improving current approaches while also developing new behaviours and activities to win new funding, including statutory funding opportunities.
- Lead and support the development of corporate fundraising to ensure that opportunities to secure income from corporates are maximised.
- Align fundraising campaigns with broader organisational messaging and branding.
- Use data analytics to drive fundraising strategies and optimise all campaigns for maximum impact.
- Keep abreast of fundraising trends and technologies, adapting strategies to remain competitive and innovative.
- Take responsibility for the strategy and performance of the fundraising department and team.
- Identify, map and develop a network of potential major donors and unlock high net worth opportunities with a focus on delivering against the long-term strategy for growth.
- Lead on the development and implementation of robust and diverse income generation strategies that meet both current and future income needs of the charity to ensure the charity can continue to expand.
- Contribute to the charity's five-year strategy and yearly objectives to help ensure annual targets are met.
- Provide advice and support to Chief Executive and Executive Council on all fundraising matters, preparing papers as required in a timely way and attending board meetings when requested.
- Work closely with Head of Communications and Marketing to ensure an annual plan of fundraising initiatives is created and implemented, monitoring for impact and effectiveness and changing as appropriate.
- Grow and develop relationships with high net worth individuals as well as other partners and sponsors.
- Research and develop charity of the year opportunities.
- Work with the finance manager to create and manage the fundraising team budget, ensuring expenditure meets budget and income generation meets target.

- Take responsibility for the income generation risks on the charity's risk register.
- Create and update fundraising strategies in line with good practice.
- Maintain an overview of funding across the organisation and analyse income sources to manage the fundraising strategy, assess progress against targets and contribute towards our financial capacity.
- Work with colleagues across the organisation to help drive the annual planning cycle and project management processes.

Leadership:

- Lead, inspire and manage the fundraising team in a supportive and engaging way, to both maximise income generation and promote positive wellbeing and engagement.
- Work with Heads of Department to ensure a culture of innovation, inclusivity and ensure best practice.
- Be a role model for team members to ensure decisions and work are guided by the charity's strategic objectives and purpose, taking overall responsibility for achieving fundraising targets for the organisation.
- Ensure all fundraising staff receive consistent and motivating direction and feedback to enable them to work to the best of their ability.
- Work closely with the Finance Manager on complex and multifaceted relationships that cover income, including statutory funding, grants and corporates. Develop robust financial reporting cycles including accurate budget forecasting, annual and longer-term budget planning.
- Set, deliver and monitor fundraising financial objectives ensuring that KPIs are met and risks are managed as appropriate.
- Manage the fundraising team budget, providing regular reports as required to the CEO, Board of Trustees, Finance Committee and other stakeholders as requested.
- Continuously monitor and evaluate fundraising activities, taking corrective action or enhancing them when necessary.
- Assess that the charity has the appropriate systems, processes and platforms in place to ensure fundraising activities and behaviours can be implemented in the most effective and timely ways.

- Ensure all fundraising activity at the charity complies with legal and regulatory standards
- Support the day-to-day management and shaping of the charity's direction as part of the Senior Management Team.

Relationship management:

- Develop and maintain high-level relationships to benefit both fundraising and the wider charity.
- Develop and maintain positive working relationships with a variety of key internal and external stakeholders, including other charities, funders (including trusts, companies, and key individuals), and Board members and involve colleagues as appropriate to develop effective fundraising bids as well as creating an internal culture of fundraising.
- Work with Head of Communication and marketing to maximise any press opportunities, giving statements when appropriate and representing the charity at stakeholder events.
- Ensure delivery of the required donor care through effective stewardship and mobilising support from the Communications team where appropriate.
- Support the development of appropriate resources for fundraisers and in collaboration with the Communications team ensure that fundraisers either donating or raising money through events or community activity can be properly supported and recognised.

Other duties

- Attend and contribute to team and charity-wide meetings.
- Be familiar with and adhere to relevant legislation.
- Work collaboratively with colleagues from other teams across the organisation.
- Understand our obligations under the Data Protection Act and Fundraising Codes of Practice about data management and ensure the Huntington's Disease Association acts in accordance with legislation.
- Respect the confidentiality of all information obtained whilst working for the Huntington's Disease Association.
- Work in a manner that facilitates inclusion, particularly of people affected by Huntington's disease.
- Carry out other tasks as directed by your line manager.



General

All applicants must be able to demonstrate the right to work in the UK.

The post is subject to a three-month probationary period.

Details of how data provided as part of the recruitment process is securely handled can be found in our [privacy notice for job applicants](#) on our website.

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

Out of pocket expenses including travel and mileage allowances are paid on receipt of appropriate claim forms and invoices/receipts in line with relevant policies.

The post holder is expected to work in the areas stated above, but may be required to work anywhere in England and Wales as the needs of the service dictates. There is an expectation that the post holder will work occasional evenings and weekends. Time is normally taken back in lieu of hours worked.

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. The post holder is therefore not entitled to withhold information about convictions which for any other purposes are 'spent' under the provisions of the Act. Failure to disclose such convictions could result in dismissal or disciplinary action by the Huntington's Disease Association. Any information given is completely confidential and considered only in relation to the positions to which the Order applies.

The successful applicant is required to complete an online enhanced DBS (Disclosure and Barring Service) application prior to joining the charity. This is completed at the expense of the charity.

All staff are responsible for the implementation of the Health and Safety Policy so far as it affects them, their colleagues and others who may be affected by their work. The post holder is also expected to monitor the effectiveness of the health and safety arrangements and systems to promote improvements where necessary.

The post holder is expected to undertake training and retraining throughout their employment and is expected to discuss and identify their training goals, with their line manager, to develop their knowledge base and ability in their role.

Person specification

	Essential or Desirable	How identified
Experience		
Extensive target-driven fundraising experience in a compatible context, specifically across key areas of income generation.	E	Application and interview
Background in developing and securing significant Corporate Partnerships.	D	Application and interview
Leadership at a senior executive level with experience of managing relationships with key stakeholders, colleagues and Trustees to deliver fundraising objectives.	E	Application and interview
Ability and knowledge to develop and implement effective strategies to achieve significant income, activity, and expenditure targets.	E	Application and interview
Ability to forecast, set, and control budgets.	E	Application and interview
Ability to calmly resolve diverse and complex problems.	E	Interview
Experience of working at a strategic level implementing organisation-wide plans and procedures.	E	Application and interview
Excellent interpersonal skills and high emotional intelligence giving the ability to communicate well with people at all levels.	E	Application and interview
Ability to work at a senior executive level, exercising sound judgement and decision-making, being suitably operationally, politically, and commercially astute.	E	Application and interview
Experience of leadership and management in a fast-paced and ever- changing environment.	E	Application and interview
Understanding of a long-term disability on an individual and family.	D	Application and interview
Fundraising role within the charitable sector.	D	Application

Relevant professional qualifications.	D	Application
Knowledge and skills		
Ability to work alone and as part of a team	E	Application and interview
Excellent interpersonal and stakeholder management skills and the ability to build effective relationships internally and externally.	E	Application and interview
Excellent planning, coordination, and prioritisation skills with the self-driven ability to undertake various tasks simultaneously, flexibly, and work against tight deadlines.	E	Application and interview
Strategic thinker with a data-driven approach to decision-making and problem solving.	E	Application and interview
Have the ability to present to wide and differing audiences.	E	Application and interview
Strong written, verbal and presentation communications skills directed at influencing a wide range of stakeholders at all levels, including the ability to interpret data and present clearly in reporting formats.	E	Application and interview
Understand the principles of fostering successful relationships and partnerships with key stakeholders.	E	Application and interview
Be an excellent networker and engaged in all matters fundraising and committed to the highest and most sustainable standards in fundraising practice and compliance	E	Application and interview
Have excellent knowledge of guidelines and procedures relating to data protection	E	Application and interview
Have an excellent understanding of regulatory bodies and relevant regulations (Fundraising Regulator, Gambling Commission, Advertising Standards Authority, etc.) including ethical standards.	E	Application and interview
Working knowledge and understanding of word, excel, power point and CRM systems.	E	Application

Personal Attributes		
Have the ability to lead individuals to achieve their potential as individuals and as a team to create change and new ways to working.	E	Interview
Have the ability to take on board constructive feedback.	E	Interview
Have the ability to resolve complex situations and deal sensitively with differences of opinion.	E	Interview
Able to take responsibility for delivering against objectives.	E	Application and interview
Self-motivated, punctual, reliable, able to maintain confidentiality.	E	Interview
Motivated to make a difference including the ability to project the vision of the charity.	E	Interview
Willingness to work flexibly in approach to work and/or work time requirements.	E	Interview
Commitment to equal opportunities and working with people with disabilities.	E	Interview
Other		
Ability to travel on an occasional basis.	E	Interview
Full and clean driving license.	D	Interview

Employment benefits



Medicash

Discounted Health Club Membership

Health and stress related support through a 24-hour helpline

Skin vision - skin health related tracker

Virtual GP and prescription service

Optical care

Routine dental treatments



Salary deduction travel to work scheme

Interest-free loan of up to £10,000 per year to cover the cost of a season ticket for your travel to and from work. Repayments can be spread over 12 months. Central office staff only



Salary deduction workplace parking scheme

Interest free loan to cover the cost of your parking permit. Repayments can be spread over 12 months. Central office staff only



Salary sacrifice cycle to work scheme

Receive a brand new bike and cycling accessories of your choice for use in commuting to and from work. Deductions are taken from gross salary providing tax savings. Central office staff only



Generous annual leave

25 days plus bank holidays (pro rata) plus 3 hour shutdown on Christmas Eve and New Year's Eve



Tax-free working from home allowance

For fully remote staff - annual payment



Learning and development opportunities

Both organisation-wide and individual training



Flexibility

Working arrangements flexible to meet the needs of our employees



Pension

3% employer contribution to workplace pension



How to apply

If you would like to be considered for this role, please apply below.

To ensure your application is considered, please upload both your CV and a cover letter. Your cover letter should include why you are applying for the role and how you meet the requirements of the person specification.

Applications submitted without a CV and cover letter will **not** be considered.

[Apply here](#)

As an organisation we value diversity and we are committed to equal opportunities in our recruitment process. Should you need any adjustments at any stage of the recruitment process, please contact us via recruitment@hda.org.uk or 0151 331 5444 (option 4). We collect monitoring data via a form sent to you following your application to ensure our recruitment processes are inclusive and reaching a diverse range of candidates. This will not form part of the selection process in any way, the data collected will be used for monitoring purposes only and the completion of the form is voluntary.

The Huntington's Disease Association is looking for someone with the ability to work in a way that promotes the safety and wellbeing of adults at risk, children and young people. We follow safer recruitment practices to ensure we are safeguarding the people we work with. We require the successful candidate to provide two employment references and undergo a Disclosure and Barring Service (DBS) check for enhance disclosure before joining the charity.

Full details of how we securely handle the data you provide to us as part of the recruitment process can be found in our [privacy notice for job applicants](#) on our website.

Closing date for applications is Wednesday 28 August 2024, 5 pm.

Interviews will be held in Liverpool on Monday 9 September 2024.

Get in touch

For further information about the role contact us

email **recruitment@hda.org.uk**

phone **0151 331 5444 (option 4)**

Further information

For further information about Huntington's disease and the charity

www.hda.org.uk

 @hda_tweeting

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 Huntington's Disease Association

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Registered office - Huntington's Disease Association,
Liverpool Science Park IC1,
131 Mount Pleasant,
Liverpool, L3 5TF

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Role advertised August 2024

Inspired by our community