



Caring in Bristol

Joint Head of Fundraising and Communication (Trusts and Foundations)

Pay Scale: C (starting salary £42,085 - £45,435 pro rata, depending on experience)

Contract: Permanent, part-time (3.5 days / 26.25 hours a week)

Leave: 25 days per annum plus bank holidays (pro rata)

Conditions: Role subject to a DBS check, which we can organise

Responsible to: CEO

We offer: 5% workplace pension, enhanced annual leave options, family-friendly policies

Job summary

This is a pivotal & strategic role in our organisation which will focus on the growth and development of our engagement with our stakeholders, partners and supporters. Together with your counterpart, The Head of Fundraising and Communication (Public and Corporate), you will drive income growth and lead on developing our social capital and presence within the city.

We are currently undergoing a strategy refresh and are looking for someone with a proven record of securing and maintaining large, multi-year grants, strategic acumen, innovative thinking and a positive proactive outlook to support us on the next stage of our development.

This role will be based at our main office in Bristol and will require the post holder to be present at our offices with some homeworking.

Who we are

Caring in Bristol's vision is a city empowered to solve homelessness. We work in innovative ways with people experiencing housing insecurity to help them navigate the barriers they face. We engage with the public and community partners to bring about lasting change in Bristol and beyond.

Our homelessness prevention services aim to reach people where they are, targeting underserved communities and proactively designing our services to be accessible and inclusive. We maximise our impact through committed and creative outreach to key groups who would not otherwise receive support.

Our Culture

Here at Caring in Bristol, we are working towards implementing a culture of inclusivity and psychological safety. This means striving to be an organisation which:

- Is committed to reflection and learning, including sharing failures and uncertainties; openly taking feedback from each other and members of the community on our behaviour and work.
- Encourages staff to articulate their needs: the homelessness sector can be challenging – staff will be good at knowing their limits under pressure and will be confident to ask for help when they need it.

- Encourages colleagues and team to support each other and nurtures an environment where no-one feels worried about asking for help or support when they need it.
- Nurtures growing levels of self-awareness, including an understanding of how your background has shaped the opportunities afforded to you and how you relate to people from different backgrounds to you.
- Is willing to support the development of a collective emotional intelligence, including a growing ability to empathise with and appreciate others, creating opportunities for those we work with to grow.

Our values

Collaboration

We learn, share and work with everyone in our community to create services that best meet need. Our beneficiaries inform the design, delivery, and evaluation of our work. We collect and apply evidence to build partnerships and embed our impact.

People first

We value the strengths people have and are committed to positive change and development in everyone. We will take positive risks with people. The wellbeing of our staff and volunteers is integral to the positive impact we can make with our beneficiaries. We are inclusive and celebrate diversity.

Focus on the end goal

We work with our beneficiaries and volunteers to achieve their ambitions. We are here to make ourselves no longer needed and want Bristol to be the first major city to end homelessness.

Accessibility

As an organisation, we are committed to ensuring an inclusive environment for all. Unfortunately, due to the current layout of our building, we are unable to fully accommodate certain access needs. The building's design, including narrow corridors, multiple staircases, and the absence of adequate ramps or lifts, presents challenges for individuals with mobility impairments. We recognise the importance of accessibility and are actively exploring potential solutions to address these limitations. In the meantime, we provide reasonable adjustments wherever possible and are happy to discuss individual access needs to find alternative solutions. Please do contact us to discuss your needs in more detail: recruitment@caringinbristol.org.uk

Safer Recruitment

We believe in providing equal opportunities for all individuals, regardless of their past. While we conduct Disclosure and Barring Service (DBS) checks to ensure the safety and security of our workplace, we recognise that having a criminal history does not automatically disqualify someone from employment. Each applicant is assessed on a case-by-case basis, considering the nature of the conviction, its relevance to the role, and the time that has passed since the offense. We are committed to supporting rehabilitation and offering second chances where appropriate, fostering an inclusive and diverse workforce.

About The Role

The Head of Fundraising and Communication (Trust and Foundations) at Caring in Bristol is a pivotal leadership role responsible for driving both unrestricted and grant income generation for the charity. Reporting to the CEO, this position jointly leads the organisation's fundraising strategy with the Head of Fundraising and Communication (Public and Corporate), while also overseeing

campaigns, communications and marketing initiatives. The role involves managing a multi-disciplinary team, including the Corporate and Community Coordinator, Fundraising Assistant, Storytelling Coordinator and the Philanthropy Manager, to foster a vibrant local brand and diversify income streams.

As joint Head of Fundraising and Communication, you will lead our Trust and Foundation and Major Donors pipelines and work closely and collaboratively with your counterpart who leads our public fundraising and corporate work. You will develop strategic funding models and strengthen partnerships with funders and major donors, representing the charity's mission and vision.

You have joint responsibility, alongside the CEO, for the development of our overall fundraising and communications strategies.

This position requires expertise in fundraising and communication, strong relationship-building skills, and a willingness to develop a deep understanding of homelessness-related issues. The ability to work closely and collaboratively with your public and corporate counterpart is essential.

Caring in Bristol offers a flexible work environment, allowing the successful candidate to shape their role while contributing to the organisation's growth and impact in the community.

Key Responsibilities

1. Leadership and Strategy

- Jointly lead and oversee the fundraising function, establishing strategies for income growth and public fundraising.
- As a member of the senior leadership team, advise senior leadership and trustees on funding issues, providing actionable solutions.
- Jointly develop public engagement & communications strategies with Caring in Bristol's partners, communities, donors and funders.
- Be jointly responsible for compliance with all relevant legislation, including GDPR, PECR and the Fundraising Code of Practice and advertising standards, and all risks associated with Caring in Bristol's public fundraising

2. Communications

- Jointly create and implement an integrated fundraising and communications strategy that aligns with organisational goals and supports the organisation's strategy.
- Jointly lead the development of Caring in Bristol's communications strategy and implementation of the strategy, ensuring it supports the development of diverse campaigns and fundraising pipelines.
- Jointly ensure communications activity and strategy aligns with Caring in Bristol's broader fundraising and public engagement goals.
- Provide direction on the production of materials that support fundraising and campaigning including publications, newsletters, and online content.
- Digital and social media: jointly direct Caring in Bristol's online presence, including the website and social media platforms
- Jointly leverage digital channels to enhance engagement with potential individual and major donors.
- Media Strategy: Ensure consistent and proactive media engagement to raise Caring in Bristol's profile and support services and fundraising.

3. Fundraising and Appeals

- Develop and execute innovative fundraising appeals, partnerships, and activities to achieve fundraising targets across major donors, grants and foundations.
- Lead the Trusts and Foundations function internally and externally, setting the strategy for income growth from institutional sources and managing all progress towards this.
- Oversee the development of Trust and Foundation applications
- Build and oversee a major donor programme to add incremental income and profile for Caring in Bristol

4. Budgeting and Relationship Management

- Set achievable targets for funding initiatives and maintain sustainable relationships with funders.
- Manage relationships with funders to ensure ongoing support for projects and core activities.
- Design and manage departmental budgets agreed at the beginning of each financial year

5. Market Monitoring and Growth

- Identify and pursue new funding opportunities, including statutory funding, while monitoring the trust and foundation market for application opportunities.
- Lead the development and management of all funder relationships in-line with our strategy and budgets, ensuring the sustainable growth of funding for core and project activities.
- Jointly lead the development and delivery of appropriate 'donor experiences', including feedback, reporting and funder visits, to sustain and develop funder relationships.
- Share market insights and trends with the team to inform strategy.

6. Collaboration and Integration

- Work closely with Joint Head of Fundraising and Communication (Public and Corporate) to create a "one fundraising" function and culture
- Work closely with service delivery teams to develop and "package" fundable programs and enhance organisational collaboration.
- Establish productive relationships with the Senior Leadership Team.
- Foster relationships with other charities for collaborative funding and public engagement opportunities.
- Scope opportunities of pro bono support from funders and partners, identifying organisational need and matching this need to support offered.

7. Financial Oversight

- Jointly lead the development of long-term financial targets and identify funding gaps.
- Financial gaps analysis – working with finance to identify key funding gaps over the long-term, with fundraising strategies developed in response to these.
- Systematised processes/documents/protocols developed for supporting finance with allocating income as per funder requirements.
- Fundraising ROI and net income management ensuring that Caring in Bristol is competitive in wider funding environment

- Ensure effective processes for tracking and allocating income in accordance with funder requirements.

8. **Team Leadership and Management**

- Jointly manage the team, including line-management of the Philanthropy Manager, fostering a positive and productive work environment.
- Motivate the team to achieve ambitious fundraising goals setting clear performance targets and delivering strategic support.

9. **Organisational Development**

- Engage in ongoing training and development initiatives, adhering to policies and participating in appraisals.
- Promote a healthy office environment and represent the organization at events as needed.
- Familiarity with charity leadership and empathy for Caring in Bristol's values.

Essential Skills and Experience

- Proven experience in fundraising for trusts and foundations and major donors within charity sectors.
- Strong track record of managing multi-year funding relationships and achieving financial targets.
- Excellent communication skills, particularly in persuasive writing and interpersonal relations.
- Experience in campaign and movement building
- Strong background in strategic planning, budgeting, and performance monitoring.
- Organisational abilities with a keen attention to detail.

Values and Behaviours

- Personally committed to Caring in Bristol's vision and values and collaboration-focussed method of work.
- Brings ideas for improvements and is open and honest in all communications where relevant and appropriate.
- Resilience working under pressure, ability, and willingness to both give and take constructive feedback.
- Willingness to work the odd evening or weekend as needed, with a flexible working policy.
- A passion for social justice and to change Bristol for the better.

How to apply

To apply, please submit a completed application form to recruitment@caringinbristol.org.uk with the subject line: *Your Name – Head of Fundraising and Communication*. The deadline for applications is Wednesday 11th December at 5pm.

If you would like to have an informal chat about the role with Mijanou Blech, our CEO, before applying, please email recruitment@caringinbristol.org.uk

Initial interviews will take place 18th December; a second interview for successful first round candidates will take place on Monday 6th January.