

Vacancy

Head of Fund Development

Cheshire Community Foundation raises funds to support hundreds of amazing small charities and voluntary groups across the whole of Cheshire and Warrington.

Our aim is to tackle poverty, disadvantage and inequality, helping to build stronger, happier and more resilient communities by connecting people and companies who would like to make a difference with those most in need of help.

Our 2030 vision sets out ambitious plans to grow our income significantly and increase the associated value of grants distributed to local charities, supporting more people living in disadvantage in Cheshire and Warrington.

This exciting new Head of Fund Development role is part of the investment being made to enable the Foundation to achieve its vision, build longer-term support and sustainable funding for the most effective local charities.

Main purpose of the job

The Head of Fund Development will have the overall responsibility for income generation, building long-term relationships locally to secure new donations to Cheshire Community Foundation's Funds.

The role holder will develop relationships with a wide range of potential supporters including individuals, businesses, trusts and professional advisors, to increase the overall funding available for grant-making locally.

The Head of Fund Development, as part of the Senior Management Team, will lead the fund development team and make a critical contribution to strategy development, anticipating and proactively preparing for changes and opportunities in philanthropic giving. They will work collaboratively with the team to provide outstanding customer service to existing and potential donors, partners and stakeholders.

This role will report to our CEO and ideally would be a full-time role, although a more flexible contract c.4 days may be possible.



Key responsibilities

1. Grow donations income to CCF by identifying appropriate income streams, implementing plans and developing relationships with supporters, donors and prospective donors

- Support the CEO to plan and deliver a strategy for developing income streams including (but not limited to) unlocking dormant trusts and assets, managing trust transfers and building significant relationships with high-net-worth individuals, businesses, charitable trusts and key supporters.
- Work as part of the Senior Management Team to agree and deliver annual plans for each income stream, that enables an alignment between fund development and grant making at all levels of the organisation, from strategy to operations.
- Plan and co-ordinate the support required from the wider team including the CEO and trustees to engage fully with potential donors and gain commitment in the form of donations.
- Cultivate and manage two-way relationships with potential donors that inspire philanthropic giving, including legacy pledges.
- Represent and support CCF at events and ensure the organisation's profile and reputation is enhanced.
- Work with the team to develop a calendar of events and initiatives that support fund development.
- Develop and write proposals for donors to enable sustainable partnerships to be achieved, that meet donor aims and CCF's objectives.

2. Build and develop our referral network by inspiring key local influencers and professional advisors to support us in achieving our vision and aims

- Work with the CEO and Trustees to develop and nurture a referral network including professional advisors and existing donors and supporters, to introduce new potential donors to the Foundation, supporting CCF's vision and aims.
- Develop engaging materials and relationships with Professional Advisors to enable them to promote the benefit of working in partnership with their local Community Foundation.
- Work with the wider team to create tailored initiatives that develop our referral network, to grow income for available for grant making year on year.

3. Lead and manage the fund development team

- Work with the CEO and COO to agree and report back on fund development targets for the team based on annual business plans.
- Work with the wider team to agree deliverables for specific donor groups, to enable CCF to offer donors an exceptional service, while meeting local need.
- Lead, inspire and develop the fund development team, managing and supporting them to achieve their objectives and contribute to the team's overall success.
- Provide leadership and insight on the trends in philanthropic giving, alongside identifying changes and anticipating opportunities arising locally, to develop CCF's strategies and fund development plans.
- Regularly report on the fund development activities to share learning from completed campaigns and initiatives to continually improve our effectiveness.
- Ensure that accurate, up-to-date and organised records are maintained to optimise the use of the CRM database available, in line with Data Protection Regulations.
- Develop and optimise the use of data, research and administrative systems that fully support fund development activities.

4. Contribute to the wider work and development of CCF

- Contribute to the continual development of an up-to-date communication toolkit that includes relevant case studies, factsheets and details of the services CCF provides and promote the use of innovative and relevant tools and techniques.
- Ensure effective ways of working are in place with the wider team, particularly grants management and donor engagement teams to provide a seamless and holistic service to all donors.
- Support and deliver other projects or tasks, in line with your skills and experience that might occur and contribute to the organisation's overall objectives beyond your formal job role where appropriate.

About the ideal role holder

Knowledge and experience

- This role is all about relationship building and networking, you will thrive on developing and nurturing long term relationships with our donors, prospective donors and supporters as well as our charities. You will have proven experience of building and maintaining high-value relationships, with an understanding of the principles that underpin successful donor/client relationships.
- You will have a strong track record of fundraising for a charity or income generation in sales, marketing, or business development. A thorough appreciation of the range of potential sources of income available to charities, such as CCF and other grant funders, will be helpful. You will have a sound knowledge of philanthropic fundraising strategies and of the sector.

Skills & Abilities

- You will have strong personal and professional integrity: supporting and promoting the values of CCF, with an inherent passion and drive to improve the lives of those who need it most.
- You will enjoy leading the fund development team, role modelling the passion and the determination required to grow donations to CCF and grow the funds available for grants to support community and charitable activity throughout the county.
- Outstanding presentation and interpersonal skills and proven ability to secure the confidence and trust of existing and potential donors and funders quickly are essential, alongside a high level of emotional intelligence, helping you spot opportunities and connections.
- You will also be a persuasive, articulate and skilled written communicator, with experience of developing both formal business proposals and reports. The ability to identify emotive marketing and social media content to inform and update prospects, staff, trustees and donors would be helpful.
- You will be a strategic thinker with the capacity to work across issues and sectors for the benefit of the county, taking a commercial approach to optimise the results achieved.
- We are looking for a positive, flexible and motivated team player. You will need to enjoy working as part of a small, dynamic team, sometimes managing some pressure and always within CCF's policy framework.
- You will constantly seek to be informed via detailed research and analysis, to enable you to better articulate the needs of the county and importance of new fund generation. A proven track record of maintaining relevant information on potential supporters and activities then analysing and manipulating data to plan future activities would be helpful.
- You will need effective IT, administration and organisational skills. The post is largely self-servicing and championing a systematic approach would be essential.
- Experience working for a charity would be advantageous but is not essential.

Additional Information

You will be joining a small, dynamic team in a leadership role, based at our office in South Warrington, working flexibly, sometimes from home, to provide a great service to donors and our partners. The role is ideally full-time Monday to Friday however it may also be possible to consider other options. Annual salary will depend on experience and could be around £50,000 for the right person.

Application process

Please apply before 12.00pm on Friday, 14th June 2024 by sending your CV and a covering letter to mel@cheshirecommunityfoundation.org.uk. If you have queries or want to learn more about the role or CCF, please contact Mel before the closing date. Interviews will be held week commencing 17th June, 2024.