

Head of Fundraising

Contract: Initial one year fixed term covering maternity leave
To start early February 2018
30 hours per week

Salary: £42,000 pro rata

Location: Based in central London, with occasional travel in the UK

Purpose of role:

To lead income generation across the organisation to enable the delivery of the Foyer Federation's strategic vision and business plan, working closely with the Chief Executive. A member of the Senior Management Team

Key responsibilities

1. To develop and manage the Foyer Federation's fundraising strategy with accountability for the operational delivery of income generation targets.
2. To develop and maintain relationships that support the strategy, working with senior staff to maximise the income generation potential of products and programmes developed by the Foyer Federation.
3. To co-ordinate the development of fundraising proposals, building the capacity of other staff to generate income and ensuring the appropriate involvement of young people.
4. To ensure the Foyer Federation's vision, activities and achievements are effectively communicated by working closely with the communications function and leading on the production of funding reports.
5. To support the organisation's work on impact and evaluation so that the Foyer Federation captures learning effectively and builds an evidence base that supports fundraising.
6. To establish and maintain effective processes, including systems for targeting and monitoring fundraising activity and ensuring appropriate reporting to funders.
7. To support the development of an effective 'Advantaged Thinking' working environment as a pro-active member of the Foyer Federation's Senior Management Team.
8. To apply the Federation's policies and procedures and ensure compliance with relevant obligations, including Safeguarding, Health and Safety, Data Protection and Equal Opportunities.
9. To ensure your own continuing professional development by undergoing training and other activities.
10. To undertake any other duties as may be reasonably required.

Head of Fundraising - Person Specification		Application	Interview
Experience & Skills:			
1.	Experience of leading and managing a successful fundraising strategy for an organization of similar complexity	✓	✓
2.	An excellent communicator (written and verbal) able to translate an organisation's vision and programmes into practical fundraising messages, approaches and applications that inspire potential funders	✓	✓
3.	Experience of developing external partnerships and networks, bringing credibility and contacts to add value to the Foyer Federation's work with donors, trusts, corporates, and other charities	✓	
4.	A track record of leading successful funding applications to a range of different sources, with the ability to 'spot' and prioritise new opportunities for generating income	✓	✓
5.	Collaborative in approach, with the experience of co-developing fundraising bids and reports and working closely with different staff members and external organisations	✓	
6.	Excellent organisational skills, able to set up and monitor systems and processes that will ensure effective fundraising approaches and reporting to funders	✓	
7.	An eye for capturing learning in order to inform future funding bids	✓	✓
8.	An ability to make relationships at all levels internally and externally, and to gain credibility with the Foyer Federation team, Board and external investors	✓	
9.	Able to work independently with confident Microsoft office, databases, and general IT, and admin skills	✓	
10.	Confident finance skills to construct a realistic budget for a fundraising application that meets the needs of the organisation	✓	✓
Attitudes and Behaviours:			
10.	Draws on the expertise of others, with a commitment to involving Foyers and young people in the funding development process	✓	
11.	Adapts communication style depending on audience, showing versatility and flexibility in promoting the organisation's vision	✓	✓
12.	Entertains and persuasively communicates radical scenarios and ideas for change	✓	✓
13.	Considers the impact of funding plans on internal and external resource needs	✓	✓
14.	Reflective and encourages reflection in others in order to learn from one's self, other individuals, organisations and sectors		✓
15.	Demonstrably 'Advantaged Thinking' in mindset and approach, with a passionate belief in the vision and values of the Foyer Federation	✓	✓

Further information about the Foyer Federation: www.foyer.net