

|  |  |
| --- | --- |
| **Job Title** | Head of Fundraising |
| **Hours** | 25 hours per week |
| **Responsible to**: | CEO / COO |
| **Salary:** | £32,760 - £34,580 (FTE @ 35 hours/week) |
| **Key working Relationships:** | Staff / Families / Volunteers / External Agencies / Event Organisers |
| **Regular place of work:** | Held In Our Hearts’ Craiglockhart Office and Home Working  Frequent travel will be required for meetings and fundraising events on evenings and weekends. |

**Role background:**

We are in a period of growth, having expanded the team from 4 to 12 over the last 6 years and most recently, extending our geographical reach from Edinburgh and the Lothians to Fife, Forth Valley and most recently the Highlands. We are now looking to expand our Fundraising Team and this role would work with our current Community Fundraising Manager and part time Grants Writer.

|  |  |
| --- | --- |
| **Job Summary:** | |
| The Head of Fundraising is responsible for the development and delivery of our fundraising strategy, coordinating a portfolio of income-generating activities that will help us achieve our charitable purpose and secure our funding for growth. The role is about scoping and delivering our fundraising activities, attracting, and deploying fundraising/events volunteers. | |
| **Key responsibilities:** | |
| As the Head of Fundraising, you can expect your role to involve but not be limited to:   * Shape and create the fundraising strategy and plan to achieve or exceed the organisation’s income targets. * Strengthen and develop our current programme of giving through community, sports, corporates, individuals, high net worth, legacy and in memory giving that will ensure our long-term sustainable income across different areas of Scotland. * Co-deliver the fundraising programme of annual events and activities and donor stewardship with the Community Fundraising Manager, meeting income targets through a variety of income streams that generate funding and donations. * Lead on corporate, individuals, digital, high net worth, legacy and in memory giving * Proactively research fundraising opportunities, including charity of the year partnerships and build long-term relationships with new and current donors and businesses. * Manage donor administration and log fundraising activities and donor correspondence on our CRM system, Donorfy. * Collaborate with the wider team to plan communications for all events and activities. * Attend networking events including with Chambers of Commerce * Prepare reports and give presentations on fundraising progress to the senior leadership team and the trustee board, as needed * Utilise the insights from our metrics to update the team, making recommendations to drive continuous improvement * Develop positive relationships, engage with external stakeholders and regulators, build trust and enhance the organisation's reputation. | |
| **People Management:** | |
| The Head of Fundraising has direct line management of the Community Fundraising Manager and oversees the recruitment and development of events and fundraising volunteers:   * Line manage the Community Fundraising Manager * Oversee the leadership and management of events and fundraising volunteers * Inspire and support volunteers to meet their goals and understand how their contributions are vital to achieving our charitable purpose. * Manage corporate volunteering days | |
| **Financial and Legal Management:** | |
| The Head of Fundraising must act in the best financial interests of the organisation in their decision making, putting value for money, cost control and the minimisation of loss at the centre of every fundraising and awareness-raising activity.   * Agree the fundraising budget and income targets with CEO, COO and Bookkeeper * Ensure all fundraising projects are managed within budget and generate the required income. | |
| **Essential Criteria:** | |
| * A strong track record of fundraising management, with at least 5 years’ experience * Demonstrable success of business development in corporate fundraising * Excellent written and oral presentation skills * Strong IT skills including the use of CRM systems * Ability to cope with demanding situations and work to tight deadlines * Strong interpersonal skills and ability to promote and develop effective team working * Effective organisational skills, with considerable attention to detail * Experience in delivering projects and initiatives within agreed timescales and budgets. * Commitment to vision and values of Held In Our Hearts * Demonstrable experience of managing budgets * Demonstrable success of leading a team * Ability to maintain a high level of confidentiality regarding sensitive and confidential information | |
| **Desirable Criteria:** | |
| * Member of Institute of Fundraising * Qualification from Institute of Fundraising * Knowledge of bereavement care | |
| **Application details** | Please email your CV and covering letter to [angie@heldinourhearts.org.uk](mailto:angie@heldinourhearts.org.uk). |
| **Closing date** | 5pm on the 16th of January 2022 |
| **GDPR information:** | |
| * If you apply for this role, we would like to keep this data until our open role is filled. We cannot estimate the exact time period, but we will consider this period over when a candidate accepts our job offer for the position for which we are considering you. When that period is over, we will either delete your data or inform you that we will keep it in our database for future roles. * Here’s a link to our privacy policy - <https://heldinourhearts.org.uk/privacy-policy/> In this policy, you will find information about our compliance with GDPR. You can find how to send us a request to let you access your data that we have collected, request us to delete your data, correct any inaccuracies or restrict our processing of your data. * You have the right to lodge a complaint about the way we handle your data and you can contact us on info@heldinourhearts.org.uk or on 0131 622 6263 for more information or concerns. Alternatively, you can contact the Information Commissioner’s Office (ICO), which is the independent regulatory authority who exist to uphold information rights in the UK. For more information, visit their website or call their helpline on 0303 123 1113. | |