

**Team Jak Director of Fundraising and Business Development**

£38,000-£45,000 pa 37.5 hours pw

Plus package including sick pay, holiday entitlement, pension contributions, travel expenses and flexible working patterns including hybrid options, and more.

(Weekend and Evening work as required)

Team Jak is a Scotland wide charity providing practical social and emotional support to children and young people age 0-25 and their families friends and those bereaved from their Jak's Den HQ in Livingston and through pop up Dens in Aberdeen Glasgow Fife and Borders.

Established 7 years ago Team Jak was set up by inspirational teen Jak Trueman in response to the gaps in his cancer care emotionally and socially.

Since then the charity has grown significantly to the point we are excited for our next chapter.

The Director of Fundraising and Business Development will lead all of our fundraising and income generation activity across all of our different income streams.

You will develop and implement a fundraising strategy that utilises trusts and foundations, participate in tenders, identify and wins grants and awards, build powerful individual and community giving campaigns, support Events and work with key Board members on corporate partnerships and generate unrestricted traded income through social enterprises and our Bag of Worries training and facilitation programme.

You will grow and expand our fundraising team through time.

You may not have experience in all of these areas, but we will support you through training and networking. We want you to have an entrepreneurial attitude, one where you are excited about the prospect of building and delivering new and exciting income streams for Team Jak that not only provide us with greater income but also enhance our mission to make sure that no child, young person or their family should face cancer, related illness or bereavement alone and will get the support they need during their journey and beyond.

**You will:**

**Strategy**

* be responsible for creating an innovative fundraising strategy that generates new income for the charity.
* Develop and implement the strategy to transform how Team Jak plan, develop and deliver supporter experiences and communications.
* Coordinate and develop all areas of fundraising and business development to ensure that we are utilising all income streams and are getting excellent return on investment.
* Co-ordinate and manage fundraising, comprising events, community, trust, corporate, traded income, major donor, contracts and digital fundraising, across the organisation.
* Develop and implement all fundraising campaigns and ensure regular monitoring and evaluation of performance and impact- with particular consideration to how supporters engage and react to our communications and activities.

**Supporter Journey- Insight and Experience**

* Build powerful and long-lasting relationships with funders.
* Continually build deep audience understanding through insight and analysis to inform targeted marketing, acquisition and retention activities.
* Support our CE Den Manager and Board to go for and win corporate partnerships and tenders across the country to deliver high quality services
* Regularly update, review and interpret data from our CRM.
* Build and enhance our community fundraising and individual giving functions as a senior leader across the charity, taking ownership of our development and ensuring that we have the plans and resources in place to match our ambitions.

**Marketing and Digital Skills**

* Market and develop fundraising propositions
* Create, in consultation with colleagues, and manage integrated end-to-end marketing plans for fundraising including digital and brand development
* Be innovative, embrace new technology and have a commitment to applying learnings from a ‘test and learn’ approach.
* Update all Social media channels as required in relation to events, requests
* Work with colleagues across Team Jak to gather stories and use the appropriate fundraising tools to effectively communicate these stories.
* Work closely with the CE and Board who is responsible for overall brand development and non-fundraising communications

**My Skills and Attributes:**

* You are passionate about making a difference to people’s lives and about the difference that high quality, integrated fundraising strategies can make to the impact of an organisation.
* You have an entrepreneurial spirit, you look for new and exciting opportunities and are positive about future possibilities.
* You are an innovative leader who takes people with them and builds strong trusting relationships with internal and external stakeholders.
* You can demonstrate leading fundraising projects and activities at a senior level from inception to completion, creating new income streams and raising revenue.
* You have demonstrable experience of creating and delivering on ambitious fundraising strategies.
* You have experience of managing a range of fundraising activities and team members ensuring collaboration at all times.
* You have excellent interpersonal, written and oral skills.
* You are comfortable and knowledgeable of online fundraising.
* You are comfortable writing and developing bids.
* You have some experience of corporate fundraising, and bidding for statutory tenders and individual giving would be advantageous.
* You are ambitious about what you, your team and the organisation can achieve.
* You see a challenge as an opportunity to improve and deliver outstanding service and support.
* You are a changemaker.

**General Duties Act in accordance with Data Protection legislation.**

* To be committed to the vision, mission and values of Team Jak
* To act in accordance with the charity’s Health & Safety and Safeguarding policies and to notify your line manager promptly if there are any concerns
* To participate in regular supervision and appraisal and undertake any relevant training as appropriate to the role
* To work in accordance with the charity’s policies and operating procedures and those of external regulators or professional bodies.
* To be friendly, polite and professional to all staff, members of the public and families we support.
* Ensure all records, personal, staff and client data are managed in line with Data Management and Information Governance policies Comply with legal and regulatory requirements such as provisions set out in the Health and Safety at Work Act 1974
* Job profile and list of duties is not exhaustive and serves only to highlight the main requirements. There may be other roles as required by Team Jak you are required to do.

**Qualifications**

• Education or work experience that demonstrates excellent communications, planning and/or marketing.

**Experience**

• Developed and successfully delivered a campaign aiming to generate funds and/or engage a specific target audience.

• Previous relevant experience of utilising online and offline channels to engage audiences.

• Gathering and using audience insight to inform decision-making.

• People management including leading high-performing staff.

• Experience of a similar charity role.

• Previous line management of a geographical disperse team.

• Previous management of third party suppliers.

**Knowledge**

• Understanding of the role of digital technologies, brand marketing & audience segmentation to inform and influence income growth.

• Understanding of different marketing channels and how best to utilise them.

• Knowledge of data protection legislation relating to management of personal data and the associated implications for fundraising communications.

• Understanding of techniques employed within individual giving fundraising.