

Head of Fundraising - Job Description

- Part or full time (21-35 hours/week- includes Tuesday mornings to work with senior leadership team)
- 44-52 week contract depending on candidate
- Gross Salary 52 weeks £38K (pro-rata if necessary)
- Hybrid working: office based for at least one day a week (or more if wanted)
- TGC is a family-friendly employer which puts the health and wellbeing of its people first
- Specialist fundraising support can be provided during the probation period if required.

Reporting to: CEO (and attending Trustee Board Meetings)

Why you are here

TGC is a small, multi-award winning charity, based in Islington. We provide our community (children and adults) with transformative outdoor experiences to encourage active lifestyles, promote self-discovery, inspire growth and stimulate respect for nature. This is a new role for us. TGC has been growing steadily and we are now looking for a Head of Fundraising as we enter our next exciting phase of growth and development.

What you are here to do

Devise and implement a fundraising strategy to meet TGC's annual fundraising target. Develop new streams of income to increase our fundraising potential, and work closely with the CEO and Senior Leadership Team to deliver the organisation's aims and objectives. Ensure the smooth running of TGC's fundraising programme.

Reporting to the CEO, this newly established position will lead on TGC's fundraising and be part of a Senior Management Team of five. The Head of Fundraising will have the following responsibilities:

Strategy and planning

- Identify new funding streams for TGC - develop and implement strategies to maximise these streams to increase TGC's fundraising income.
- Lead the annual fundraising planning process to produce an effective strategy to achieve income targets across the range of TGC programmes.
- Advise the CEO and TGC's Senior Leadership team on the viability of obtaining funds to support TGC initiatives.

Fundraising

- Develop and maintain fundraising income tracking and reporting systems.
- Develop fundraising from Trusts and Foundations.
- Oversee the management of grants and reporting to Trusts and Foundations.
- Develop a supporter database.
- Work with the CEO and senior leadership team to effectively contribute to the management of TGC's social media channels and to convert followers to supporters.
- Develop and lead supporter communications and appropriate fundraising initiatives (this could include appeals and events).
- Develop relationships and appropriate fundraising initiatives with local companies.

- Work with fundraising specialist freelancers when/if needed.
- Approach high wealth individuals for support (desirable)

Senior management

The Head of Fundraising is a member of TGC’s Senior Leadership team and will be expected to play a proactive role in the management of the charity, including:

- Organisational strategic planning
- Organisational development
- Income and expenditure budget planning
- Attending Trustees meetings to report and give advice on fundraising matters (typically on Tuesdays 5-7pm 6 times a year and attendance at an Away Day).
- Develop a sustainable fundraising department to meet the needs of the charity as it grows

Person Specification

Specification	Essential	Desirable
Experience		
Experience of a fundraising role in a UK Charity.	✓	
Senior level experience in a fundraising team.		✓
Experience in Individual Giving and Appeals and/or experience in Trusts and Foundations.	✓	
Experience in cultivating relationships with major donors and corporates.		✓
Skills		
Excellent written and copywriting skills.	✓	
Good understanding of financial information.	✓	
Good IT skills and data management.	✓	
Excellent interpersonal and communication skills.	✓	
Highly organised, project management skills.	✓	
Networking skills and ability to build relationships at all levels.	✓	

<p>Abilities</p> <p>Ability to work in a team.</p> <p>Ability to work to agreed deadlines and adapt to change.</p> <p>Ability to produce reports on fundraising for the CEO and board of trustees.</p> <p>Ability to write reports for funders.</p> <p>Ability to handle confidential and sensitive information.</p> <p>Ability to be hands-on and flexible.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p>Commitment</p> <p>The flexibility to work out of hours as necessary to fulfil the requirements of the role and meet TGC needs.</p> <p>An interest and passion for nature.</p>	<p>✓</p> <p>✓</p>	

Any questions by email to info@thegardenclassroom.org.uk addressed to CEO Marnie Rose during the following periods **only** (Marnie will aim to respond within 24 hours or arrange a phone call):

- Until 29th July
- w/c 15th August
- w/c 30th August