

Head of Development

Role	Head of Development
Reporting to	Director of Engagement
Contract	Full time permanent
Salary	Up to £40,000

The Role Purpose: To lead and develop the Development Department, creating a step-change in fundraising capacity to meet the future development aspirations and priorities of The Auckland Project, both in terms of revenue funding (friends/membership scheme, donors, appeals, donations, gift aid, corporate giving, sponsorship etc.) and grants (charitable and public sector).

Key Responsibilities:

- In conjunction with the Director of Engagement and the Leadership Team, develop an effective fundraising platform for The Auckland Project. This will include the establishment of a new Development Department to achieve, over an agreed period of time, an increase of income (revenue, grants, sponsorship). However, the focus in the first 18-24 months will be creation of Friends Scheme and grants and charitable trust funding streams.
- In conjunction with Director of Engagement, set and deliver against all fundraising targets.
- Prepare and submit external funding bids to support The Auckland Project's activities and priorities.
- Support CEO, members of the Leadership Team, Founders and Board of Trustees to progress fundraising opportunities with high-net worth individuals and organisations.
- Produce high quality written proposals and make verbal presentations, face to face asks tailored specifically to meet donor's personal interests
- Lead on large funding proposals and applications.
- Line management of appropriate department staff, volunteers and consultants
- In conjunction with Commercial and Marketing and Communications Departments, take responsibility for organising and overseeing fundraising events.
- Ensure the dissemination of best practice across the Development Department, with particular emphasis on fundraising and stewardship standards.
- Responsibility for keeping up to date with fundraising trends and legislation and ensuring the team is compliant with GDPR and fundraising regulation.
- Being an ambassador for The Auckland Project and representing it at professional forums, networking and other key events.
- In conjunction with Marketing and Communications Department, oversee the development of a strong portfolio of fundraising literature (including digital).
- Maintain and keep up to date the appropriate section of the CRM system.

Person Specification

Qualifications and Experience

Essential

- Educated to Degree level or demonstrable experience in the development of Friends/Patrons Schemes and experience of a role of similar calibre
- Proven major grant/charitable trust funding success within a complex organisation
- Experience of working within a complex work environment with multiple stakeholders
- Knowledgeable about the charity sector
- Proven track record of building effective relationships with donors
- Proven track record of line management and development of a staff/workforce team
- Demonstrable experience of setting, managing and delivering income targets
- Experience of working with CRM systems in a start-up organisation

Desirable

- Experience of working in multi-site organisation
- Understanding of working in informal education learning/ community development
- Experience of shaping and building a new department within a growing organisation
- Entrepreneurial

Skills and Abilities

Essential

- Ability to think both strategically and tactically in the relations between grant makers/ potential donors and fundraising goals and to develop long term strategic fundraising relationships
- Ability to input into strategic planning and development
- Ability to juggle multiple projects and prioritise own workload
- Excellent personal presentation, communication and social skills, both oral and written
- Ability to ask for, or arrange for others to ask for, significant gifts to enable the work of The Auckland Project to grow and develop
- Ability to represent The Auckland Project at all levels with multiple stakeholders
- Ability to lead and motivate a workforce team, made up of staff, volunteers and consultants
- Exceptional communication skills with the ability to deliver inspiring succinct and clear communication to all audiences
- Excellent relationship management skills
- Ability to develop strategic thinking and plans

Desirable

- Good analytical and numeracy skills
- Ability to innovate