

Post: Full Time Head of Fundraising

Ref: KS-HF-09



Kidscape requires a London based experienced Fundraiser – an excellent communicator, organised and passionate about children’s safety. Start date ASAP. Salary in region of £35-40K (based on experience and qualifications).

Kidscape is committed to keeping children safe from bullying and other forms of abuse. We are seeking a Head of Fundraising responsible for initiating, developing and managing relationships with Trusts and Foundations, the corporate sector, government bodies and major donors. This is an exciting opportunity to make your mark with a small organisation with a high profile as we move towards our 25th anniversary.

We are seeking a highly motivated and experienced fundraising professional who possesses excellent interpersonal and networking skills. This role is central to Kidscape’s future growth.

1. PURPOSE OF JOB

- 1.1 To take the lead on reviewing and implementing Kidscape’s fundraising strategy as outlined in the Business Plan.
- 1.2 Reporting to the Director, the Head of Fundraising will be responsible for providing strategic direction for all Kidscape fundraising activities. The post holder will be responsible for major areas of fundraising with an expected income target in excess of £750,000, and will be required to provide leadership and motivation to the fundraising team.
- 1.3 To identify and develop new funding sources and relationships, especially targeting the corporate sector as well as Trusts and Foundations, and to increase the level of unrestricted income for Kidscape.
- 1.4 To forge stronger links with Kidscape’s current major funding relationships, such as government departments, in order to maintain, then grow these income streams.
- 1.5 To manage a fundraising database, which captures the names of all current and past supporters, leads provided by influential volunteers, as well as the details of new prospective donors to target for support. In conjunction with Fundraising Manager ensure all data is entered accurately on the fundraising database and updated regularly.
- 1.6 To lead and be responsible for the development and submission of Project funding bids to target Trusts and Foundations, and ensure compliance with all funding monitoring requirements and submit funding reports as necessary.
- 1.7 In consultation with the Director, exploit and manage other fundraising opportunities and relationships as they arise to contribute to the overall income generation plans.
- 1.8 In conjunction with the wider fundraising team (consisting of a Fundraising Manager, Development and Events Manager, and an Intern) develop and manage a programme of effective cultivation opportunities for prospective supporters. To include managing the team to develop income from schools, events and individual giving.
- 1.9 To identify lapsed supporters and create an appropriate care programme to encourage participation in future fundraising approaches.

2. ACCOUNTABILITY

- 2.1 Responsible to Director and the Deputy Director in the Director's absence

3. GENERAL

- 3.1 Undertake duties which are consistent with the overall responsibilities of the post and with the development of Kidscape.

4. PERSON SPECIFICATION

ESSENTIAL REQUIREMENTS

- 4.1 To be educated to degree level or equivalent
- 4.2 Be willing to undergo an enhanced CRB check
- 4.3 Enjoy working with children and adults
- 4.4 Have several years of proven success in corporate/major donor and Trusts fundraising, demonstrating a high commitment to supporter care
- 4.5 A track record in delivering successfully against fundraising targets and timescales
- 4.6 The confidence and ability to initiate, develop, and manage key fundraising relationships, including those with very senior individuals
- 4.7 Excellent communication, relationship building and negotiation skills
- 4.8 Have the ability to work proactively in a sometimes pressurised environment as part of a small well-motivated team
- 4.9 Be numerate and computer literate with experience of working with at least one fundraising and CRM management information system, e.g. Raiser's Edge, Visual Aims, Salesforce, or customised systems, etc
- 4.11 Be willing to pitch in and help with routine office activities

5. PERSON SPECIFICATION

DESIRABLE REQUIREMENTS

- 5.1 Experience of securing service level agreements with Local Education Authorities e.g. relating to the delivery of training programmes
- 5.2 Experience of working as a fundraiser within a third sector organisation supporting young people
- 5.3 Demonstrable project management skills
- 5.4 Experience of preparing and submitting tenders to relevant funding bodies
- 5.5 Legacy fundraising experience
- 5.6 Media and marketing skills
- 5.7 Member of the Institute of Fundraising

6 APPLICATION PROCESS

Each applicant will need to supply the following

- 6.1 A comprehensive Curriculum Vitae
- 6.2 A covering letter outlining how you meet the requirements of the job description and person specification
- 6.3 A completed Equal Opportunities monitoring form

Application to be returned to

vacancies@kidscape.org.uk

or

Claude Knights
Kidscape Director
2 Grosvenor Gardens
London SW1W 0DH

Equal Opportunities and Diversity Monitoring Form



Please complete the following form as part of your application.

This is **voluntary** and asks questions in relation to age, disability, ethnicity, gender and eligibility to work in the UK.

This information will be treated in strict confidence and used only for monitoring compliance with equal opportunities policies.

Surname:

First Name

Job Ref\Post Applied for:

1: Date of Birth (DD/MM/YY):

2: Ethnicity

Please tick one box:

- | | |
|--|---|
| <input type="checkbox"/> Asian or Asian British: | <input type="checkbox"/> Any Chinese Background |
| <input type="checkbox"/> Any Other Asian Background | <input type="checkbox"/> Any Other Ethnic background |
| <input type="checkbox"/> Asian or Asian British:
Bangladeshi | <input type="checkbox"/> Mixed: Any Other Mixed
Background |
| <input type="checkbox"/> Asian or Asian British: Indian | <input type="checkbox"/> Mixed: White and Asian |
| <input type="checkbox"/> Asian or Asian British: Pakistani | <input type="checkbox"/> Mixed: White and Black African |
| <input type="checkbox"/> Black or Black British: African | <input type="checkbox"/> Mixed: White and Black
Caribbean |
| <input type="checkbox"/> Black or Black British: Any Other
Black Background | <input type="checkbox"/> White: British |
| <input type="checkbox"/> Black or Black British:
Caribbean | <input type="checkbox"/> White: Irish |
| | <input type="checkbox"/> White: Other |

3 Gender

- | | |
|-------------------------------|---------------------------------|
| <input type="checkbox"/> Male | <input type="checkbox"/> Female |
|-------------------------------|---------------------------------|

4 Disability

Do you consider yourself disabled according to the Disability Discrimination Act 1995?

- | | |
|------------------------------|-----------------------------|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No |
|------------------------------|-----------------------------|

5 Work Status

I confirm my right to work in the UK (please tick)

If you are not a UK/EU member state national, and do not hold permanent residency of the UK, please state when your current visa ends.