



Development Director: Job Description

Responsible to: Chief Executive Officer **Location:** London

Pay: Circa £50,000pa + 10% contributory pension after 3 months service.

Annual Leave: 25 days + bank holidays.

Contract: Full time, permanent

Closing Date: Monday 2nd April with interviews week commencing April 9th 2012.

To apply: For an application form, contact Telma Graham on telma@londoncf.org.uk or 020 7582 5117 or download from our website on www.londoncf.org.uk

If you wish to have an informal chat about the role please contact Telma Graham to arrange a phone call with the CEO.

For more information about The London Community Foundation, visit www.londoncf.org.uk

ABOUT US

We are an evolving and proactive charity that is working to increase philanthropy in London for the benefit of individuals and communities across the capital. We're looking for an individual who will play a critical part in helping to deliver on the Foundation's ambitions.

Our job is to help bridge the gap between wealth and poverty in the Capital. To this end, we've given over £30 million in grants since 1995. But unlike a traditional Foundation, this isn't done with funds that belong simply to us. Rather, we are the meeting place for many different donors, private and public, with differing interests and concerns. What they share is a commitment to supporting London and a belief that by acting together, each will achieve far greater than any could alone.

We are a member of the UK Community Foundation Network and one of over a 1000 Community Foundations worldwide.

With unprecedented drops in public spending, public awareness has never been higher of the impact of austerity measures on London's most vulnerable. At the same time, the attention on philanthropy is highlighting the role that 'giving' can play in strengthening communities and achieving social change.

This post will offer you an excellent opportunity to make your mark on the Foundation and the field of philanthropy within London at a critical time in our development and for our communities.

OVERVIEW OF THE ROLE

We are looking for an outstanding individual with a proven track record in high level fundraising to support the CEO in implementing the fundraising and development strategy of LCF. Working closely with trustees and managing a small and committed team, you will be at the forefront of engaging a range of new donors to the Foundation, securing income against targets and raising the profile of our work.

Main Tasks

(1) Support the CEO in leading and managing the implementation of LCF's development activities:

- Contribute annually to the preparation of the LCF business plan.
- Line manage and support a small development team ensuring co-ordination of activities and approaches.
- Monitor progress against targets and take necessary steps to ensure objectives are achieved.
- Report on activities and achievements to the Development Committee.
- Lead on specific development projects as and when required.
- Lead on reporting for specific programmes.
- Seek continually to improve and streamline the development activities of LCF.

(2) Secure new income against targets from a range of donors (private and public), from prospecting and gift solicitation through to stewardship.

- Increase the number and range of Foundation fundholders through solicitation and the securing of new relationships.
- Steward existing and new fundholder relationships in conjunction with relevant members of the Programmes team.
- Lead on high profile relationships ensuring retention and renewal of donors.
- Write bids for statutory programmes or trust proposals as and when needed

(3) Increase the profile of the Community Foundation as a philanthropic hub for Londoners.

- Work with the CEO to oversee the events and marketing activities of LCF.
- Deputise for the CEO when necessary at public speaker events or interviews.
- Represent LCF at events and to senior stakeholders throughout London.
- Secure high profile donors as ambassadors for the Foundation.

(4) Contribute both as a member of the Senior Management Team and the Foundation as a whole to the development and success of LCF.

- Work collaboratively with members of the management team to achieve LCF's vision.
- Support and encourage all team members in their roles
- Act in accordance with the policies and procedures of the organisation.
- To represent the Foundation and deputise for the CEO periodically.
- Undertake any other reasonable responsibilities as directed by the Director.

Person Specification

Essential Experience

- Educated to degree level.
- Fundraising background (minimum 3 years experience) – you will need a proven track record in soliciting and securing large gifts from individuals or companies.
- An experienced networker, with an ability to build high level relationships with a diverse range of stakeholders.
- People management
- Financial literacy, with experience of managing budgets.

Desirable Experience

- Experience of public speaking
- Experience of creating and managing fundraising campaigns.
- An understanding of needs in London, and familiarity with the voluntary sector.
- Experience of marketing and/or product development.

Personal Qualities

- A strategic and creative thinker.
- An excellent communicator both verbal and written.
- Flexibility and a practical, 'can do' attitude.
- Highly motivated and commercially astute.
- A strong and persuasive negotiator.
- Positive, resilient and supportive of others.

Other

- Availability for some evening work.