



Development Manager: Job Description

Responsible to: Director of Development **Location:** Brixton

Pay: Circa £30,000-£35,000 + 10% contributory pension after 3 months service.

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

ABOUT US

The London Community Foundation supports the most disadvantaged groups and communities across the Capital. We bring together companies and local philanthropists with dynamic local organisations and community groups who require funding and other resources.

We are dedicated to improving the lives of Londoners affected by child poverty, homelessness, domestic violence, unemployment, isolation, and gang crime amongst a range of issues we are tackling. With the generosity and involvement of our donors, we have invested almost £50 million in more than 9,000 grants across the capital. Our supporters include the Evening Standard Dispossessed Fund, Comic Relief, Deutsche Bank, Prudential, Santander, Land Securities, as well as individual philanthropists, statutory authorities and Trusts and Foundations.

We are one of over 46 Community Foundations in the UK, and 1500 Community Foundations worldwide. The London Community Foundation was born out of the merger of four Community Foundations in 2012 in order to be truly pan-London. Since then we have built up our resources and experience and have become the largest grant making Community Foundation in the UK.

We are now at a critical point in the organisations development and are seeking to transformationally grow, both our philanthropic income and the impact we have on those most disadvantaged groups. This post will offer you an excellent opportunity to contribute to a major campaign for the London Community Foundation.

OVERVIEW OF THE ROLE

We are looking for a highly motivated, ambitious individual to support the implementation of a new fundraising and development strategy for LCF. Working closely with the Director of Development and a small and committed team of fundraising colleagues, you will be expected to build and maintain a dynamic prospect pipeline, secure income against targets and manage relationships with many of our existing supporters and potential donors. This role is an initial one year contract with the opportunity to transition to a permanent position.

Responsibilities

(1) Manage a portfolio of existing donors and new prospects to secure income against targets.

- Cultivate, solicit and steward some of LCF's most important donors and longstanding supporters
- Expand the organisation's donor base through effective identification and cultivation of new relationships
- Raise income against agreed targets and secure multi-year commitments from new HNWI's and corporates
- Interpret, analyse and adapt complex information to produce funding proposals
- Lead on specific projects where required

(2) Build and maintain a dynamic prospect pipeline.

- Identify, research and qualify new high value prospects for LCF
- Prepare detailed research profiles as required
- Undertake network and stakeholder mapping on current donors, key contacts and top prospects
- Work with colleagues to devise bespoke, creative cultivation and solicitation plans to secure high value gifts
- Work with colleagues to continue to develop systems for segmenting, identifying and targeting donors
- Support relationships with Senior Volunteers, attending meetings, providing research, reports etc as required
- Maintain meticulous records of donor relationships, prospects and donations on our database

(3) Manage relationships with many of our existing supporters

- Manage a portfolio of existing donors, ensuring that excellent relationship management and donor care characterises all work
- Raise income and secure multi-year commitments from existing supporters
- Produce donor impact reports and updates in accordance with our donors' wishes

(4) Contribute both as a member of the development team and the Foundation as a whole to ensure the organisation is able to achieve its mission.

- Work closely with all members of the development team. Help to ensure overall team income targets are met
- Work collaboratively to support all LCF colleagues in their roles
- Represent LCF effectively at external events and engagements
- Act in accordance with the policies and procedures of the organisation
- Undertake any other reasonable responsibilities as directed by the Director of Development

Person Specification

Essential Experience

- A track record of meeting ambitious income or equivalent targets
- Educated to degree level
- Highly developed research skills, with a proven ability to identify new prospects and in developing cultivation strategies to secure their support
- Excellent networking and interpersonal skills that facilitate strong relationships
- Knowledge of major gift philanthropy in the UK and a good understanding of the solicitation process involved in securing major gifts

Desirable Experience

- Experience of developing innovative funding products, written funding proposals, and Case for Support documents
- Experience of working with Trustees and/or senior volunteers
- An understanding of social issues in London
- Financial literacy and experience of managing budgets

Personal Qualities

- An understanding of and commitment to London's most vulnerable populations
- An excellent verbal and written communicator
- Flexibility and a practical, can-do attitude
- Highly motivated and commercially astute
- Ambitious, passionate and dedicated
- A strong and persuasive negotiator
- Positive, resilient and supportive of others
- A collaborative team player

Other

- Availability for some occasional evening and weekend work when necessary