

Development Manager

Recruitment Pack

June 2018

Deadline: Noon on Monday 2nd July

londoncf.org.uk

About Us

We're passionate about London, its people, its communities and its vitality. But we also know it's a place that can exclude and marginalise. We want to improve the lives of the most disadvantaged, and build a stronger and more vibrant London for everyone.

We believe grassroots organisations hold the key. Charities, social enterprises and groups that spring from the communities they serve often have a deep understanding of where and how help is needed the most. Many are set up or run by people who have specialist knowledge from years of living within those communities. They know what works, how to gain trust, meet local needs and build lasting relationships.

But while there's a lot to gain from grassroots beginnings, community groups can struggle to keep going. Often surviving on the passion of dedicated volunteers, it can be hard to find the time, resources and support they need to grow opportunities. We're here to harness ideas and talents in the community to tackle deep-rooted problems.

We do this by advising and directing philanthropists, companies, trusts and public bodies to target investment towards projects that are changing Londoners lives. And we help the people who run them find the funding they need. We spot bright ideas that make a big impact, so we can confidently invest in work that's truly effective.

We also help small, grassroots organisations grow. Whether it's advising on sustainability or streamlining the way they work, we believe in sharing our pan-London knowledge to help people improve projects so they have greater impact.

You can find our more information about what we do, how we do it, and our team on our website, londoncf.org.uk.

londoncf.org.uk

Job specification

The London Community Foundation is seeking a new member to join its team. We're looking for a dynamic, proactive and results-driven individual with experience in fundraising or income generation to join us on a permanent basis as a Development Manager.

For full details of the vacancy, read on through this pack, and if you have any questions, please email jointheteam@londoncf.org.uk and we'll do our best to get back to you promptly.

Role Name:	Development Manager
Reports to:	Director of Marketing, Communications and Donor Care
Role Purpose:	<p>To maximise income for LCF, by nurturing existing relationships and proactively spotting opportunities to bring in new income.</p> <p>To lead on thanking the Foundation's supporters, engaging with them and bringing them closer to our cause.</p> <p>To harness LCF's data and insights to devise funding proposals, enabling us to achieve greater social impact across London.</p>
Contract:	Full time (35 hours per week, 9-5 Monday to Friday), permanent (subject to satisfactory probation period)
Salary Range:	£30,000 to £35,000 per annum
Other key benefits:	Defined contribution pension, with employer contributions doubling the employee's up to 10%; 25 days annual leave (plus bank holidays); season ticket loans; childcare vouchers
Application Deadline:	12 noon on Monday 2 nd July
Planned interview date(s):	w/c 9 th July

Key Deliverables

- Raise income against agreed targets and secure multi-year commitments from new HNWIs and corporates.
- Lead on developing funding proposals for new and existing supporters.
- Lead on developing the Foundation's case for support and appeal materials.
- Work with the Communications Team to produce targeted materials showcasing the benefits of working with the Foundation, aimed at wealth advisors and other key audiences.
- Lead on maintaining donor engagement and communication cycle with the Communications Team.
- Lead on developing the Foundation's challenge events portfolio.
- Support the team to manage and maintain a portfolio of existing fundholders and partners, proactively identifying opportunities to grow funds and deepen relationships.

- Expand the organisation's supporter base through effective identification and cultivation of new relationships.
- Maintain meticulous records of donor relationships, prospects and donations on our CRM database.
- Lead on implementing process improvements designed to improve the way we bank and thank donations.
- Develop knowledgeable about the issues affecting London, articulately conveying greatest needs in fundraising proposals and pitch meetings.
- Develop and share insights with key audiences to support the development of our work
- Nurture relationships with our donors to enable the retention, renewal and growth of funds.
- Build and maintain a dynamic prospect pipeline, undertaking network and stakeholder mapping on current donors, key contacts and top prospects.
- Work with colleagues to continue to develop systems for segmenting, identifying and targeting supporters.
- Challenge and contribute to the overall performance and impact of LCF.
- Represent the Foundation externally.
- Help increase the profile of the Foundation as a hub for community giving, philanthropy, and as a supportive, approachable and responsive funder.

About You

You will be a dynamic, enthusiastic person with a commitment to supporting communities across London. Your experience will have taught you how to build strong relationships and spot new opportunities for development.

A thorough understanding of the social sector is important, but experience of working for a grant funder is not essential.

It's important that you are organised, with an ability to manage multiple priorities. You'll be comfortable with the balance of administration and creativity that we all have in our roles.

You will be intellectually curious, with a desire to develop your understanding about how communities are tackling a range of social issues – from the integration of refugees and asylum seekers, through to improving the environment or reducing crime. You will be able to distill this knowledge into valuable insight that will be shared with others, including potential supporters to our cause.

Finally, you will be someone who thrives in a supportive environment that encourages you to take on new challenges, learn and improve. Your ambition will match ours – to see a strong and vibrant London for everyone.

Person Specification

- At least two years' experience of working in philanthropy, wealth management, corporate social responsibility or social sector raising or advising on funds.
- A customer-first ethos. Flexibility to adapt to the needs of supporters and partners.
- Excellent relationship manager, with track record of managing and maintaining external relationships. Excellent networking skills.
- Strong communication and presentation skills, both verbal and written – with the ability to adapt to different audiences.
- Highly motivated and commercially astute, with an understanding of budgeting, financial accountability and reporting.
- An understanding of London's philanthropic landscape, including trends in Corporate Social Responsibility.
- Experience of managing multiple projects at the same time.
- Ability to make consistent decisions, show maturity and strength of character.
- Ability to process information accurately, write succinct reports and work to deadlines.
- A demonstrable interest in London's civil society.
- Proficiency with IT and computer-based information systems, including CRM systems (Knowledge

of Salesforce an advantage)

- Self-starter and team player
- Can-do attitude and open-minded approach to ways of working

How to Apply

To apply, send a copy of your CV along with a covering note setting out:

- Why you want to work for the London Community Foundation
- How you meet the requirements of the person specification
- How your experience meets the deliverables required by the role

to jointheteam@londoncf.org.uk

We will also accept applications sent to our registered address (below), marked FAO Join The Team.

Selection process

Applications will be reviewed against the criteria set out in this recruitment pack, with the candidates with the best applications invited to interview. The planned interview date is set out at the start of this pack.

The interview will contain a mixture of values and competency-based questions designed to test both your ability to fulfil the role, and your commitment to the aims and values of the London Community Foundation. If there are any additional requirements for the interview, you will be notified at the point at which you're invited to attend. For some roles, there may be additional interview stages, and we'll let you know if that's the case.

Unfortunately, we will be unable to provide feedback on applications from unsuccessful candidates, but we will try to provide at least general feedback to candidates who are shortlisted for interview. We reserve the right to close the vacancy early depending on the volume of applications, so please apply as soon as possible.

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