## Job description and person specification, Fundraising Lead

**Reports to:** Chief Executive

**Hours of work:** 35 hours per week, flexible arrangements possible

**Location:** Home based, with some travel within the UK

**Salary:** £42,000

**Pension:** Group Flexible Retirement Plan with employee contribution depending on pension regulations (from end of probation period)

**Holiday:** 25 days annual leave, plus 8 bank holidays and the working days that fall between Christmas and New Year (pro rata)

**Notice period:** Three months

**Contract length:** Permanent

**Start date:** Immediate

### The role of Fundraising Lead

We are looking for a highly experienced, confident and capable Fundraising Lead to guide our fundraising and income generation.

This is an opportunity to develop a fundraising strategy and team your way, from the ground-up, for a vital rare disease charity.

The chosen candidate will be expected to make an immediate impact on the income generation of the charity. You should have a deep-rooted knowledge and background of community fundraising, as well as trusts and foundations. This is an exciting time to join a resurgent TSA team, with ambitious plans for the future.

In return, the candidate can expect a competitive salary, high level of autonomy, a fluid team structure, and very flexible home working.

The chosen candidate will ensure that:

* They lead on community fundraising that is robust and ongoing – including liaising with and management of our fundraisers. You will be expected to develop new ideas, as well as grow existing projects
* Applications to trusts and foundations continue to be submitted, with a high level of success expected in this vital income stream
* They guide the charity in continuing with best practice across fundraising and income generation

The chosen candidate will be required to start as soon as possible.

## Responsibilities

### 1. Leadership and management

* Provide leadership for fundraising across the TSA team. Attend regular strategy meetings and be a leading voice in shaping immediate fundraising strategies
* Line manage a Fundraising Officer, including regular meetings and ensuring that the Fundraising Officer is fulfilling all areas of their role (the role of Fundraising Officer is currently being recruited).
* Lead on the short and long-term strategies for income generation
* Lead on the annual business planning and budget cycle for income generation.
* Collect and analyse data to demonstrate the impact of fundraising and income generation. Use this data to inform quarterly reports to the Board, determine the impact of the team’s work and drive continual improvements in policy and practice
* Attend and actively contribute to weekly TSA management team teleconferences

### 2. Income Generation and partnership

* Lead on the development and delivery of a short and long-term fundraising and partnership strategy for the TSA. Ensure that the TSA has a balanced portfolio of fundraising income from multiple sources, including community fundraising, trusts and foundations, corporate partners, regular givers, major donors and legacies
* Working closely with the Head of Research, expand the TSA’s range of research funding sources to include public, academic, commercial and innovation funding alongside investment from the TSA itself
* Accurately forecast and monitor against income generation targets
* Identify opportunities to work with partners on areas of common interest where the TSA can achieve more through joint funding, gifts in kind (such as time or services), or delivering joint projects than the charity could do by working alone
* Where possible, review and update the TSA’s policies and procedures on fundraising and working with corporate partners to ensure that we are demonstrating best practice as well as complying with the law
* Continue to maintain established, and develop new, relationships with potential funders and partners across all sectors, including leads from relevant trusts and foundations, high net worth individuals, key community fundraisers, and corporate and charity partners

### 3. Communications

* Lead on the development of inspiring fundraising campaigns and content for distribution across all digital platforms. Including social media, e-newsletters, website and fundraising platforms (such as JustGiving)
* Develop a supporter engagement plan to identify and build strong working relationships in order to grow and develop income

## Other requirements of the post

The post holder must be prepared to work flexibly to meet the needs of the organisation. This may entail occasional evening and weekend work. Occasional travel within the UK may be required for team meetings and events.

A DBS enhanced disclosure will be required prior to taking up post.

## Person specification

### Essential

* Proven background in fundraising and income generation leadership, including in community fundraising and trusts and foundations
* Experience of working with customer relationship management databases (please note that we use Harlequin – knowledge and uptake of this will be vital)
* Experience of developing strategies and business plans
* Experience of leading a team and line-managing colleagues
* Experience of developing standard operating procedures and embedding them in day-to-day operations
* Experience of managing budgets
* Able to set and manage ambitious income targets
* Ability to work of own initiative and to work independently, as well as part of a small team
* Quick learner and able to onboard swiftly
* Experience of building strong working relationships with funders, partners and external stakeholders
* Experience of a broad range of communications tactics across media, supporter engagement, websites and social media, internal communications
* Able to work with people with a wide range of abilities, with a warm empathetic style
* Able to assess and analyse complex problems, and develop appropriate solutions
* Experience of collecting and monitoring data to analyse service impact and drive service improvements
* Able to manage a diverse workload, prioritise needs and manage your own time
* Excellent communications skills (oral and written)

### Desirable

* Fundraising or income generation qualification
* Confidence in using website content management systems (Wordpress)
* Experience of working with people living with learning disabilities or autism
* Experience of working with children or adults with disabilities or chronic health conditions
* Experience of working within the rare disease sector