

JOB DESCRIPTION

Job Holder	
Job Title	Head of Fundraising & Partnerships
Location	Head Office, London Scottish House, 95 Horseferry Road, Westminster, London, SW1P 2DX
Reports to	Chief Executive Officer
Direct reports	Partnerships team - currently 6.6 colleagues with 3 Direct Reports (responsible for: Trusts & Foundations; Corporates; Events and in-aid-of)
Main Purpose of the Role: (Job Summary)	
<p>The Head of Fundraising & Partnerships is responsible for the Trust's fundraising & partnerships strategy and its successful implementation. Developing a pipeline of funding opportunities to support the Trust's impact ambitions is central to the role, as is ensuring our partnerships with existing funders and partners are well-supported and their contribution to the Trust's impact is maximised. This is an externally facing role with responsibility for fostering strong relationships with existing and prospective funders and supporters.</p> <p>As a key Senior Leadership role, the Head of Fundraising & Partnerships works closely with the CEO on the Trust's wider strategy, governance and day-to-day management. <i>(Ideally, the post-holder would be willing/able to act as a strong deputy for CEO either immediately or in medium-term with development and support. There is the opportunity to play a significant role shaping and steering the Trust's next business planning cycle).</i></p>	
Specific Responsibilities: (Job Content)	
Fundraising & Partnership Strategy	
<ul style="list-style-type: none"> • Lead the Trust's fundraising strategy including identifying, prioritising and developing new opportunities and sources of funding with a strong focus on return on investment • Make the most of the Trust's contacts, networks and leverage (Patron, trustees, existing supporters, client partners, local authorities etc) to develop opportunities • Ensure sufficient income to support core running costs through targeted unrestricted/core fundraising and strategic pricing approach (full cost recovery) • Translate strategy into actionable plans/processes effectively delegated to Partnerships & wider team • Robust monitoring and re-forecasting of income, reporting back and course-correcting as necessary 	
Income Generation	
<ul style="list-style-type: none"> • Foster strong external relationships to support income generation opportunities • Develop and manage an effective corporate partnership strategy, maximising income generation opportunities from our wide network of existing industry partners • Build on the Trust's major donor strategy and develop as a significant source of funding • Oversee the Trust's rolling Grant-Making Trust application/grant process and its effectiveness 	
Funder Management and Stewardship	
<ul style="list-style-type: none"> • Take on the account management of individual Key Strategic Partners/Funders as appropriate • Ensure a high level of relationship management and customer care that exceeds supporter/funder expectations, including: <ul style="list-style-type: none"> - Developing funder account management processes and plans including communication, dialogue and engagement that reflects the value and/or potential of individual partners (working with other teams as appropriate) - Working closely with the Trust's wider team to ensure commitments made to funders are realistic and then delivered as promised; Internal Champion of the Trust's funders and partners 	



- Ensuring all reporting requirements are met promptly and to a high standard
- Ensuring any challenges or problems are communicated promptly and constructively
- Implementing effective and timely renewal and funder development process
- Manage the Trust's donations due diligence and 'money-in' process for all funding, ensuring appropriate grant agreements, contracts etc. are in place, funds are paid promptly and income is correctly treated/recognised in the Trust accounts

Marketing, Communications & Events

- Ensure the Trust effectively engages and inspires funders and partners with relevant case studies, testimonials, video, photos, statistics produces engaging collateral and offers appropriate promotion to partners through our social media, website, newsletters, reports etc
- Oversee the delivery of events and experiences that inspire individuals, families, businesses and other organisations to support the Trust

Senior Leadership role (SLT)

- As a key member of SLT, support the CEO and Board of Trustees in the development and delivery of the Trust's business plan to maximise impact of the charity
- As part of SLT, develop and manage effective operational plans to drive change and continuous improvement
- Attend Board and trustee committee meetings to report back on priorities, delivery and growth as appropriate
- Contribute to the smooth operation and effectiveness of the Trust, including trouble-shooting
- Representing the Trust at relevant industry and non-industry events and other networking opportunities
- Key role working with the Trust's external accountant and CEO on financial management, especially *(initially at least)* in relation to fundraising including accurate financial forecasting to support monthly management accounts, budgets and long-term forecasts, supporting year-end accounts and audit etc.
- **Play a key role deputising for CEO** *(Ideally immediately or in medium term with support/development)*

Other

- Effective management, motivation and support of own team and wider Trust team
- Other duties as agreed by CEO

Safeguarding:

Construction Youth Trust takes the safeguarding of young people extremely seriously and all Trust staff have a duty to protect the welfare of young people with whom we work. All staff have responsibility to act in accordance with the Trust's safeguarding policy and protocols at all times.

CRM:

Construction Youth Trust is committed to ensuring all relevant information being promptly recorded and updated on the Trust's CRM system. All staff have responsibility to ensure a good working knowledge of the CRM system and to update the database promptly and accurately.

I confirm that I have read the above job description and I fully understand and accept the role and responsibilities as described.

Job Holder:

Date: