

Job Description – Head of Fundraising

Salary Scale: PO5/6/7 £50,568 - £58,692

Full Time

Department: Development Team

Responsible to: Executive Director of Development

Responsible for: Trusts and Foundations Fundraising Manager

About Orchard Hill College and Academy Trust (OHC&AT)

OHC&AT is a family of specialist education providers for over 1800 pupils and students from nursery to further education across 14 academies and 9 college centres in London, Surrey, Sussex and Berkshire. Supporting our academies and college, OHC&AT also operates learning support, such as nursing and therapy, and a central business team which includes HR, finance and IT.

Pupils and students within the OHC&AT family have a wide range of learning abilities and additional needs including autistic spectrum disorder; speech, language and communication difficulties; social, emotional and mental health; profound and multiple disabilities; and physical disabilities including multi-sensory impairment and complex health needs.

OHC&AT is a rewarding and inspirational place to work, where everyone works together to create the best possible outcomes for pupils and students.

The Role:

The Head of Fundraising is a new senior strategic position within Orchard Hill College & Academy Trust (OHC&AT), with overarching responsibility for all Fundraising across the organisation.

Reporting to the Executive Director of Development, the Head of Fundraising will be a self-starter, who is target driven and proactive. We are seeking a hands-on, dynamic and engaging person to take on this role. An outstanding communicator, who will build relationships across our schools and college to fully understand what the funding needs are. A fundraising all-rounder who will be able to identify which route of fundraising could be the most fruitful and have the know-how and ability to pursue these opportunities.

The post-holder is starting with a raft of opportunity. The College and Schools lend themselves to many corporate partnerships with their vocational courses for students ranging from, Catering and Hospitality, to Farming, Hair and Beauty and Retail. There are opportunities for companies to volunteer, mentor, sponsor awards and visit – all the ingredients necessary to attract and engage local companies. In addition, the items and activities that need funding, from sensory play areas and additional therapists to monthly night clubs for young adults with special needs, open up funding opportunities from across the board – individual donors, companies and trusts and foundations.

The Head of Fundraising will manage and support the Trusts and Foundations Manager and be able to expand the portfolio of Trust supporters through experience and knowledge and by supporting and guiding this post holder, who already has much success.

Our Head of Fundraising will have excellent emotional intelligence and be able to represent OHC&AT at external meetings in a confident, compelling and informed way.

Depending on the fundraising success, there is scope in the future to expand the team.

Main Duties and Responsibilities

1. Management and Strategy

- Develop and implement a new fundraising strategy to meet OHC&AT's funding needs
- Manage and support the Trusts and Foundations Fundraising Manager

2. Fundraising

- To take responsibility for the development and delivery of the fundraising strategy of OHC&AT, focussing on corporates, individuals and trusts and foundations
- To set, oversee and maximise fundraising targets
- Work collaboratively with the colleagues to pull together strong funding proposals and partnership propositions
- Be the senior fundraising ambassador, with external donors and partners, and internally with colleagues at OHC&AT
- Develop and implement exceptional donor stewardship plans
- Represent the organisation at fundraising events
- With the marketing team, develop a strong portfolio of fundraising literature, promotional collateral and online materials

3. Stakeholder Relationship Management

- Maintain good working relationships with school and college leadership staff
- Proactive development of relationships with prospective funders
- Create engaging and relevant updates for donors at the appropriate junctures
- Outstanding donor care and stewardship
- Be a positive advocate for OHC&AT

3. Performance reporting

- Correspond with prospects and donors on a regular basis to ensure they are provided with relevant and appropriate feedback
- Maintain up to date records of all fundraising work and provide regular and annual reports to the Executive Director of Development, ESLT and Board of Trustees
- Work closely with the finance team and other relevant projects to ensure funds are being used within agreed remits as agreed with funders
- Contribute to the compilation of impact reports that showcase the relevance and significance of our work to funders, partners and supporters of our organisation

4. General

- Follow OHC&AT's policies, procedures, and performance expectations
- Undertake and complete training and personal developmental programmes/courses deemed necessary for the post
- Ensure that the highest standards of data capture are maintained and compliant with GDPR
- Ensure fundraising practice is in line with the Fundraising Regulator's best practice
- Keep up to date with the latest fundraising trends and issues
- Undertake any other duties compatible with the level and nature of the post as reasonably required by the Executive Director of Development

Skills and experience

We are looking for an exceptional candidate who has:

- A proven track record of securing donations, through face-to-face fundraising and compelling proposal writing and submission
- Successfully shaped and implemented fundraising strategies to drive results
- Experience of personally leading the cultivation, solicitation and stewardship of multiple donors, whether individuals, companies or trusts
- A strategic mindset with the ability to develop and implement policies and procedures to support successful fundraising results
- Excellent interpersonal and communication skills, with the ability to build and maintain relationships with stakeholders at all levels
- Brilliant relationship builder both internally with team members and externally with funders
- Ability to articulate and present ideas and activities in compelling and engaging ways
- Effective team leader with the ability to motivate and inspire others.
- The successful applicant will have great instincts and know where to look for funding and have highly tuned emotional intelligence and a strong sense of self-awareness and nuance
- Confidence, self-assurance, determination and creative thinking are all a must

Person Specification

Knowledge/Skills/Abilities	How assessed	Essential/ Desirable
Educated to degree level or equivalent	Application form	E
At least 5 years broad fundraising experience	Application form and interview	E
A proven track record of success securing donations both autonomously and as part of a team	Application form and interview	E
A proven track record of undertaking the fundraising process from start to finish from research to securing a donation	Application form and interview	E
A proven track record in developing effective fundraising strategies	Application form and interview	E
A motivated, self-starter	Application form and interview	E
Excellent oral, written and presentation skills	Application form and interview	E
The ability to write a compelling case for support	Application form and interview	E
The ability to communicate a compelling case for support in person or on the phone	Application form and interview	E

An eye for detail	Application form and interview	E
A proven track record of building successful relationships with corporate supporters and their employees at all levels	Application form and interview	E
Experience of interacting with senior stakeholders and writing for a variety of audiences	Application form and interview	E
An understanding of different types of fundraising methods	Application form and interview	E
Ability to organise events and fundraising activities	Application form and interview	D
Good numerical skills and the ability to develop and analyse budgets and collate information accurately	Application form and interview	E
Ability to work independently and constructively as part of a small team	Application form and interview	E
Experience of or knowledge of young people with SEN in education or another relevant field	Application form and interview	D
Willingness to be flexible to the needs of the team and the organisation	Application form and interview	E