**Director of Fundraising (interim)**

**Job Title:**  Director of Fundraising

**Reports to:** Chief Executive

**Direct line reports:** 4 (Grants Manager, Head of Corporate Partnerships, Centenary Appeal Manager and Head of Individual Giving, Events and Community Fundraising)

**Contract:** Interim, 3-month full-time contract (35 hours per week); part-time and flexible working will be considered

**Salary:** £55k FTE per annum (inclusive of London weighting), £13,750 pro rata for 3 months

**Location**: Central London office (Lambeth North), initially largely home-based then moving to more office-based working when restrictions allow

The Vision Foundation believes passionately that people living with sight loss should have the same opportunities as anyone else. We strive to ensure London is a city that works for everyone and that avoidable sight loss is prevented.

The Vision Foundation is a sector leader in London standing up for the rights and freedoms of people living with sight loss. The charity funds organisations providing front-line projects and services across the capital, and works collaboratively through researching, building capacity, funding and advocacy. We’ve been going for a hundred years and following a cultural and organisational re-shaping, including changing our name and branding, we have the energy and drive of a start-up.

We are looking for an interim Director of Fundraising to join our successful and growing fundraising team on a three-month contract to give leadership support and maintain direction and plans, affording the charity the time to undertake the recruitment process for the permanent position over the summer months.

The interim Director of Fundraising will work closely with the Chief Executive, Executive Leadership Team and the Fundraising Senior Management Team to help grow income across all income streams, drive forward the charity’s centenary appeal, alongside planning and delivering a collection of cultivation events in support of the Vision Foundation’s centenary anniversary in 2021.

**Main Duties and Responsibilities**

* **Leadership**
	+ Support and lead a talented and motivated fundraising team, maintaining morale, focus and strategic direction to achieve business plans and budget for the year.
	+ Ensure the team is involved in cross-organisational projects and that fundraising is joined-up and well-integrated with the wider organisation.
	+ Provide 121 and line management support to the Fundraising Senior Management Team (four direct line reports).
* **Executive responsibilities**
	+ Play a key role as part of the Executive Team.
	+ Attend and contribute to meetings with Trustees, appropriate sub-Committees and other stakeholders.
* **Planning**
	+ Ensure that fundraising income targets are met and ensure clear plans are refined and implemented as is required during the interim period.
	+ Lead the development of special event plans and working groups to support the planning and roll out of the calendar of engagement events and activities.
* **New business**
	+ Remain entrepreneurial and creative to take advantage of new opportunities to broaden out the funding base.
	+ Help drive forward and maintain progress on the Centenary Appeal.
* **Income generation**
	+ Ensure that targets are achieved or exceeded across income streams. Fundraising annual target for 2021/22 is £1.3m
* **Relationship management**
	+ Support the Chief Executive and Fundraising Senior Management Team to build and maintain relationships across the high value fundraising portfolios of supporters (existing and potential), with a particular focus in supporting the Centenary Appeal Board in identifying networks and opportunities.
	+ Fully capitalise on our network of contacts to support the growth of high value income.
	+ Support the Chair, Chief Executive and other Senior Managers in managing and maximising the value of their key contacts and relationships, including overseeing and driving forward contact with Vice Presidents and the Royal Patron.
* **Finance**
	+ Deliver the fundraising programme within budget and work seamlessly with the Director of Finance and Resources to monitor income and expenditure.
* **Reporting**
	+ Oversee the delivery of high-quality reports for funders, in particular grant-making trusts, ensuring all grants are drawn down and reported on to a high professional standard and in a prompt and timely manner.
	+ Maintain and build on to the management information systems to drive programme performance and risk assessment and mitigation.
* **Systems and processes**
	+ Oversee the implementation of all outstanding data projects including; the completion of the data retention project.
	+ Ensure responsible and rigorous financial processes including cash handling and financial reconciliation.
* **General**
	+ Maintain morale, focus and high energy both inside and outside of the Vision Foundation.
	+ Ensure compliance and adherence with latest fundraising regulation and best practice.
	+ Keep up to date with developments in the sector and key new initiatives in our field.
	+ To work at all times in compliance with the Fundraising Regulator’sCode of Practice and data protection legislation.

## Flexibility

* The role description is a general outline of duties and responsibilities and may be amended as the Vision Foundation develops and the role grows. The post holder may be required to undertake other duties as may be reasonably required from time to time.

**Person Specification: Director of Fundraising**

**Essential Experience**

* Demonstrable experience as an exceptional senior leader, with the ability to recruit, retain and motivate excellent fundraisers to deliver ambitious income targets.
* Excellent track record of personally securing significant gifts or partnerships from Individuals, Trusts and Companies.
* Experience of overseeing a multi-income stream fundraising department – spanning areas such as individual giving, legacies and high value fundraising.
* Experience of delivering special and cultivation events.
* An experienced networker, with an ability to build high level relationships with a diverse range of stakeholders.
* Understanding of digital fundraising.
* Track record of managing complex relationships with funders, involving sophisticated reporting and stewardship.
* Experience of senior management in an organisation, and of contributing to good governance, wider organisational goals and strategic planning.
* Understanding and experience of working within the requirements of the Code of Fundraising Practice and data protection legislation.

**Desirable Experience**

* Experience of change management.
* Experience of creating and managing fundraising campaigns to support specific social issues and populations.
* An understanding of disability in London.

**Personal Qualities**

* An understanding of and commitment to London’s blind and partially sighted people.
* An strong leader and manager of people, adept at developing high performing teams.
* An excellent verbal and written communicator.
* Excellent financial fluency.
* Flexibility and a practical, can-doattitude.
* Highly motivated and commercially astute.
* A strong and persuasive negotiator.
* Positive, resilient and supportive of others.
* Strong attention to detail.

**Other**

* Availability for some occasional evening and weekend work when necessary.

## How to Apply

Please submit your CV and a supporting statement to: **hello@visionfoundation.org.uk**by 5pm on Thursday 13th May 2021

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