Z2K Fighting poverty

Head of Fundraising
(12-15 month maternity contract)
Candidate Pack

Zacchaeus 2000 Trust

Living Wage Employer

advice quality standard

Registered with FUNDRAISING REGULATOR

Job Description

Responsible to: Chief Executive
Hours of Work: 35 hours a week (flexibility may be offered to the right candidate)
Contract: 12-15month maternity contract
Salary: £48,250 - £51,189 per annum

Benefits: Z2K offers a wide range of employee benefits including: 31 days annual leave plus bank holidays, including flexibility to take Christmas/Easter bank holidays when best suits you; enhanced sick leave; enhanced parenthood policies; and matched employer pension contribution up to 5%.

Location: Westminster, London (hybrid working arrangements)

About the Role

The Head of Fundraising ensures that Z2K generates the income necessary to deliver our strategy and objectives to meet the growing need of our work, with a target of raising £1 million per year. The role is responsible for leading and developing all voluntary fundraising income streams, including Trusts & Foundations, Corporate, Major Donors, Individual Giving, Challenge Events & Digital. You will work closely with the Chief Executive and Board of Trustees and manage a fundraising officer to provide high levels of stewardship, maintaining, uplifting and securing new funders and partners as well as developing new ideas to increase income generation.

Main Duties and Responsibilities

1. **Leadership & Management**
   - 1.1. Leadership and line management of fundraising team.
   - 1.2. Lead development and delivery of the fundraising strategy and annual priorities in line with organisational five-year strategy and annual plan and review annually.
   - 1.3. Lead the development & implementation of major donor, corporate and individual giving programmes.
   - 1.4. Monitor and evaluate fundraising performance against plans within our fundraising strategy and return on investment across all areas of fundraising.
   - 1.5. Liaise with the Charity's accountant to ensure up-to-date and accurate reporting of income.
   - 1.6. Ensure timely reporting of fundraising performance to the Board of Trustees.
   - 1.7. Provide organisation-wide oversight of all fundraising activity, ensuring alignment with strategic priorities, quality standards and effective cross-team collaboration.
   - 1.8. Represent the Charity at events to promote the organisation, and engage in other networking activities, to achieve new funding.

2. **Fundraising**

2.1. Proactively source and secure new opportunities across all areas of fundraising, making targeted approaches and delegating approaches to Board and Chief Executive as appropriate.
2.2. Develop emerging sources of funding, with a target of growing major donor, and corporate income.
2.3. Build on and develop existing corporate partnerships with a clear strategy to increase income.
2.4. Identify potential new grant funders and ensure an active pipeline.
2.5. Provide strategic oversight of the Trusts and Foundations fundraising portfolio, ensuring high-quality prospecting and bid production by the fundraising officer, and lead on high-value bids where necessary.
2.6. Maintain and develop relationships with existing funders, ensuring tailored donor relationship development and compliance with donor requirements to retain and grow income.
2.7. Oversee the production of all trust funder reports, ensuring the team drafts high-quality submissions, with final sign-off from the Head of Fundraising.
2.8. Manage the planning and delivery of effective fundraising campaigns, including the Big Give, and events.

3. Learning and Professional Development

3.1. Ensure through training, reading and other methods that you keep up to date with fundraising tactics and strategies.
3.2. Attend and contribute to support and supervision and appraisal meetings with line manager to further own development and Identify learning and development needs in conjunction with your line manager.

4. Commitment to Policies

4.1. Have due regard for the aims and principles of Z2K, comply with all policies and procedures and work within professional boundaries maintaining safety, and appropriate confidentiality at all times.

5. Other

5.1. Develop and maintain good working relationships with colleagues, sharing information and making a positive contribution; participate in team meetings.
5.2. Willingness to take a flexible and adaptable approach, including working outside of normal office hours on occasion when required. The staff TOIL policy will apply.
5.3. Willingness to work at the Z2K office, remotely and at external venues as required.
5.4. Undertake other duties as may be required.

Person Specification

Experience	Essential	Desirable
Proven track record in fundraising, donor relations, and income generation across multiple channels.	✓	

Experience of leading fundraising strategy implementation aligned with organisational goals.	✓	
Experienced in leading and motivating a high performing fundraising team to achieve income targets.	✓	
Significant experience of successful Trusts and Foundations fundraising including multi-year grants.	✓	
Proven track record in developing project proposals and budgets to maximise cost recovery and creating and writing compelling bids/proposals.	✓	
A strong track record of developing donor relationships, providing high-quality stewardship and reporting.	✓	
Pipeline development and management, prospecting and securing high-quality opportunities.	✓	
Experience in budgeting and forecasting.	✓	
Knowledge and Understanding	**Essential**	**Desirable**
Understanding and demonstrable knowledge of managing multiple income streams including grants, corporate, individual giving and events.	✓	
Excellent understanding of relevant fundraising regulations, best practice and GDPR.	✓	
Skills and Abilities		
Excellent organisational and project management skills; ability to prioritise, manage workload and resources effectively to meet targets and deadlines.	✓	
Able to act on your own initiative, with a self-starting, ambitious outlook.	✓	
Excellent interpersonal skills with the ability to liaise comfortably with a range of stakeholders and donors.	✓	
Confidence in working with CRM databases.	✓	
Sound judgement and excellent problem-solving skills, including the ability to assess risk and respond positively and dynamically to challenges.	✓	
Values		
A commitment to the values of Z2K and contributing to the ethos of an anti-poverty charity.	✓	
A demonstrable commitment to equality, diversity and inclusion with a clear vision for how this is reflected in your own behaviour, your specific role and the work of Z2K.	✓	
A collaborative and generous team-player able to develop good internal relationships and fostering an inclusive working environment.	✓	
A commitment to working in participatory way, sensitivity in working with experts by experience.	✓	