

# Recruitment Pack

## Head of Philanthropy



## Sussex Community Foundation Recruitment Pack – Head of Philanthropy

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If you're passionate about supporting local communities to make a difference and building strong relationships with major donors, this a brilliant opportunity to make a real impact.

At Sussex Community Foundation, our mission is to make Sussex a fairer, more equal place. As one of the fastest-growing community foundations in the UK, we connect philanthropists, donors and companies with charities in their local community.

Our success is built on the relationships and trust we have with our supporters. The Foundation has a proven track record of raising funds by providing Donor Advised Funds and philanthropic advice to high-value donors. We use these donations to give grants to local charities today while also building a lasting endowment fund for future generations.

As Head of Philanthropy, you will lead our fund development strategy and guide our Philanthropy Team to achieve ambitious income targets. You will inspire donors, supporters and colleagues alike, playing a key role in shaping the strategic goals of our multi-year fundraising campaign. Your responsibilities will include developing and implementing the major donor engagement strategy and leading the team to grow and manage our portfolio of major donor prospects. As part of a small team, a hands-on approach is essential.

At the Foundation, we work hard to create a diverse and fully inclusive culture where everyone feels valued, regardless of background, identity or ability. We therefore welcome applications from individuals of all backgrounds. We recognise that experience comes in many forms, so if you believe you have the skills and passion for the role, we encourage you to apply and show us how you meet the criteria.

**Kevin Richmond, Chief Executive, September 2024**

### To Apply

Please submit your cv, with a covering letter explaining how you meet the requirements of the person specification, through the [Charity Job](#) portal. We are using the Charity Job anonymised recruitment process therefore all applications should go through this channel.

**Applications which do not demonstrate essential experience in the covering letter will not be shortlisted.**

We are committed to ensuring an inclusive recruitment process. If you require reasonable adjustments at any stage, please let us know, and we will work to accommodate your needs.

**The closing date for applications is Monday 7<sup>th</sup> October 9am**

If you would like an informal conversation about the role we would be pleased to hear from you. Please email us at [resources@sussexcommunityfoundation.org](mailto:resources@sussexcommunityfoundation.org) to arrange a call.

**Interviews will be held on Tuesday 15<sup>th</sup> and Wednesday 16<sup>th</sup> October.**

## Job Description – Head of Philanthropy

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Salary:	£52,000 full time equivalent per annum
Hours:	Flexible and negotiable – Full time 35 hours per week, but 28 hours or four days per week pro-rata will be considered  Some evening and weekend working will be required for attendance at events and networking.
Contract:	Permanent, subject to completion of six months probationary period
Pension:	Employer contribution up to a maximum 5% salary to match employee contribution
Holidays:	25 days holiday per annum plus public holidays, increasing by one day per year after five years' service up to a maximum on 30 days
Location:	Hybrid role Office location 15 Western Road, Lewes BN7 1RL  The post will require extensive travel across Sussex. A full driving licence and regular access to a car is required.
Accountability:	Reports to the Chief Executive Officer
Direct reports:	2 x Philanthropy Managers

## Job Purpose

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Sussex Community Foundation is a registered charity that exists to make Sussex a fairer and more equal place. We do this by enabling local people to support local causes, making grants to small charities and voluntary groups working in communities across Sussex.

The Head of Philanthropy will need to drive our philanthropy strategy and also be hands-on with day-to-day operations. Flexibility, creativity, and strong interpersonal skills are essential to effectively drive the charity's philanthropic efforts and ensure its sustainability and growth.

The post holder will be responsible for the development and delivery of the Foundation's Philanthropy Strategy. This will include securing income against agreed targets by developing long term relationships, attracting new donations and legacies from current and potential donors.

## Key Responsibilities

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### Strategic Planning and Leadership

- Drive the Foundation's ambitious strategic plan for Philanthropy and income generation to support our mission.
- With the Chief Executive and SMT, lead and inspire staff and volunteers, fostering a culture of giving and engagement across the county.
- Work collaboratively with SMT Colleagues to achieve shared mission and objectives
- Build and maintain relationships with key stakeholders, including trustees, beneficiaries, community leaders, and partners.
- Present reports to the Board and service the Fund Development & Marketing Committee.

### Philanthropy and Donor Relations

- Pipeline Management: Lead the philanthropy team to maintain a healthy pipeline of potential donors and to steward prospects to become donors and grow their giving.
- Major Gift Cultivation: Identify and cultivate relationships with potential major donors, including individuals, local businesses, and trusts.
- Donor Stewardship: Ensure a personalised approach to thanking and recognising donors, maintaining strong and lasting relationships.
- Donor Services: Ensure that all fund holders receive a high-quality philanthropy advice and grant making service

### Team Leadership and Development

- Team leadership: Inspire the Philanthropy Team and other colleagues to be ambitious for continued growth by building strong and trusting relationships with donors and prospects

### Compliance and Ethical Standards

- Ethical Fundraising: Ensure all fundraising activities adhere to ethical standards and best practices, including compliance with the Fundraising Regulator's Code of Fundraising Practice.
- Legal Compliance: Keep up to date with relevant laws and regulations affecting fundraising and philanthropy in the UK.

- Equity, Diversity and inclusion: a commitment to our vision of building a fairer more equal Sussex and promoting equity diversity and inclusion in all our work.

### **Innovation and Improvement**

- Trend Analysis: Stay informed about trends and best practices in philanthropy, seeking innovative approaches to enhance donor experience and income.
- Continuous Improvement: Regularly evaluate fundraising activities and campaigns, implementing improvements based on feedback and outcomes.

### **Person Specification**

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#### **Essential criteria in bold – candidates who do not meet these will not be shortlisted**

- **A proven track record in high-value fundraising, including securing donations from high-net-worth individuals, businesses and trusts and foundations.**
- **An experienced leader and manager with demonstrable success in creating, leading, inspiring and motivating teams and collaborating with a wide range of internal colleagues and external stakeholders.**
- **Excellent interpersonal and relationship-building skills with a strong ability to empathise and build rapport with a diverse range of people.**
- Significant experience shaping and implementing a successful high-value fundraising strategy that has delivered a step change in income generation.
- An experienced networker, with an ability to build high level relationships with a diverse range of stakeholders, especially high net worth individuals, professional advisors and senior people in large companies.
- Demonstrable experience identifying, winning and implementing impactful partnerships with companies, trusts or statutory organisations.
- Experience in managing, supporting, developing and motivating colleagues in face-to-face and hybrid environments.
- A strong commitment to achieving social change through philanthropy and local community action.

## Benefits of Working at Sussex Community Foundation

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This list is a summary of the benefits of working for Sussex Community Foundation. Full details are in the Employee Handbook and Contract of Employment.

- **35 Hour working week** for full-time staff with one hour per day lunch break.
- **25 days annual leave**, increasing by 1 day a year up to 30 days after you have been with us for five years. Paid bank and public holidays on top (pro-rata for part-time).
- **Flexible working** - We are strong believers in the benefits of hybrid working to balance the needs of the charity and our staff.
- **Flexible hours** – if you need to change your hours because of caring responsibilities, we will try to accommodate your needs.
- **No long-hours culture.** Sussex Community Foundation employees work hard within their contractual hours, but we discourage late working. Evening and weekend work is a key part of this role, but we want you to take the time back as soon as you can. We value the quality of your work – not the length of time you put in.
- **Wellbeing** - Staff wellbeing is important in our workplace culture, and we have a staff-led wellbeing group developing activities to enhance this. Employees have access to an Employee Assistance Programme.
- **Career-development and training** opportunities are encouraged.
- **Season-ticket loan scheme.**
- **Cycle to Work scheme.**
- **Childcare vouchers.**
- **Free eye tests and contribution to the cost of glasses.**
- **Company sick pay.**
- **Pension scheme.** We will match employee contributions up to 5%

**Brilliant people doing a great job** – working at Sussex Community Foundation is an opportunity to help build a vibrant community and voluntary sector in Sussex – and help people change lives for the better... we are a small organisation and the staff team is the most important part of it. We encourage collaboration and support across the organisation. We strive to grow and develop our culture and ideas and look forward to hearing from you!

## Sussex Community Foundation Staff Structure – Senior Management team highlighted in Green.

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