

Recruitment Pack

Head of Development



About Sussex Community Foundation

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.

We champion local giving, building partnerships with like-minded people and organisations. Through our philanthropy advice, we help to match our supporters' aims with the many small, effective local charities offering solutions to local issues. Using national and local insights, we focus our impact where we believe we can make the biggest difference in the lives of people across Sussex.

Since 2006, we've raised £71 million, given grants of £40 million to over 3,500 organisations and £26 million is in endowment to provide for future generations across Sussex.

Visit our website to find out more: www.sussexcommunityfoundation.org

Vision and Mission

We bring inspirational people together to create the change Sussex needs. We make and strengthen connections between philanthropists, businesses, charity founders and community leaders. We make grants through over 100 dedicated funds across four key priorities: Tackling poverty, Improving health, Reaching potential, and Acting on climate. And we share knowledge, inspiration and stories – to help grow the power of community and create a Sussex where people and communities thrive for today and the future.

We do this by:

- **Inspiring** local people to give to meet local needs
- **Investing** in local charities and community groups, and helping them to become strong and sustainable organisations
- **Informing & Influencing** philanthropists and the wider community about local needs, now and in the longer term.

Our mission is to connect people who care with causes that matter, ensuring that charitable giving has a lasting and meaningful impact.

Welcome from our Chief Executive

Dear applicant

Thank you for your interest in joining Sussex Community Foundation as our new Head of Development.

This is an exciting time to join the Foundation. As we celebrate 20 years of supporting communities across Sussex, we are looking ahead to the next chapter of our work and considering how we can make an even greater difference to the people and places we serve.

Since 2006, Sussex Community Foundation has awarded nearly £40 million in grants to more than 3,500 charities and community groups. Behind those figures are thousands of people whose lives have been changed by the extraordinary work of local organisations, often operating with very limited resources.

I believe community foundations have a particularly important role to play in today's world. We understand the communities we serve, we see both the challenges and opportunities across Sussex, and we are uniquely placed to connect people who want to make a difference with the organisations that are making it happen.

We know that Sussex is a county of contrasts, with significant wealth alongside deep and often hidden inequality. We also know there are many individuals, families and businesses who care passionately about this place and want to contribute to its future. One of our greatest opportunities is to build stronger connections between them and the communities that could benefit from their support.

We are looking for a new Head of Development who can build fantastic relationships, who is curious about what motivates others, who can inspire confidence and trust, and who has the energy and determination to turn new connections into lasting commitments.

This is not simply a role about raising money, although growing our income and bringing new donors into the Foundation will be central to your success. It is about helping people discover the difference they can make through local giving, and developing relationships that create meaningful, long-term impact. You will also provide leadership for our communications and engagement work, helping us tell the stories that demonstrate why our work matters.

For the right person, this is a wonderful opportunity - to have real influence within a small, ambitious organisation, to work with people who care deeply about Sussex, and to see the tangible difference your work makes.

If this role sounds like the right fit for you, we would be delighted to hear from you.

Best wishes

Vicky Booth

Chief Executive

To Apply

Apply through the **Charity Job portal** by submitting your CV with a covering letter explaining how you meet the requirements of the person specification. We are using the Charity Job anonymised recruitment process; therefore, **all applications must go through this channel.**

Please ensure that your application demonstrates your suitability against the Person Specification in this recruitment pack (see below).

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.

If you would like an informal conversation about the role, please email us at info@sussexcommunityfoundation.org to arrange a call with Vicky.

The closing date for applications is Sunday 15 November 2026 at 5pm.

Interviews will be held during the week commencing 30 November 2026.

Job Description – Head of Development

Role	Head of Development
Reports to	Chief Executive
Direct reports	Philanthropy Adviser; Communications & Events Manager
Salary	£55,000–£58,000 FTE, depending on experience
Contract	Permanent
Location	Hybrid, with regular travel across Sussex

Job purpose

The Head of Development leads Sussex Community Foundation's development and income-generation activity, with a particular focus on creating new donor relationships and growing the resources and opportunities that enable the Foundation to increase its impact across Sussex.

Working closely with the Chief Executive, the postholder will deliver a clear and ambitious development plan aligned to the income strategy of the Foundation. They will build and manage a strong pipeline of prospective supporters and partners, personally develop significant new relationships, and ensure excellent cultivation and stewardship across the organisation.

Philanthropy is central to Sussex Community Foundation's purpose and is not owned by a single team. The Head of Development will therefore work across the Foundation -

particularly with Grants & Impact colleagues - to connect donors and partners with community need, local insight and impact.

The role also provides strategic oversight of communications and engagement, ensuring that Foundation's profile, stories, events and communications support its development ambitions and wider organisational strategy.

As a member of the Senior Leadership Team, the Head of Development will be accountable for delivery against agreed income targets, development performance and the capability of the development function, while contributing to the wider leadership and sustainability of the Foundation.

1. Development and income growth

- Deliver an ambitious annual development plan aligned with the Foundation's strategy and agreed income targets.
- Build and manage a strong pipeline of prospective donors and fundholders, proactively creating new relationships across Sussex.
- Personally identify, approach, cultivate and secure significant new relationships with individuals, businesses, trusts, and foundations
- Oversee the work to cultivate and expand our network of professional advisers
- Develop compelling propositions and cases for support.
- Work alongside our finance team on income forecasting, monitor performance against targets, and take corrective action where required.
- Work closely with the Chief Executive and the Head of Grants & Impact on the Foundation's most significant prospects and strategic relationships.
- Ensure effective research, cultivation, follow-up and relationship management around CEO-led relationships.
Keep aware of developments in philanthropy and identify opportunities for innovation and growth.

2. Communications and engagement

- Provide strategic oversight of the Foundation's communications, brand and engagement activity, ensuring it supports development priorities and the wider organisational strategy.
- Ensure communications support organisational strategy, philanthropy, community impact and Sussex Community Foundation's positioning across Sussex.
- Oversee campaigns, publications, digital communications, PR, and events.
- Work closely with the Chief Executive on external profile, thought leadership and media opportunities.
- Line manage the Communications & Events Manager.

3. Systems, insight and performance

- Own the effective use of our bespoke CRM (Salesforce) system for development, pipeline and donor relationship management.
- Establish clear development KPIs and provide regular reporting to the CEO, Senior Leadership Team and trustees.
- Use pipeline, donor, and engagement data to inform priorities and forecasting.

- Work with the Operations/Executive & Governance role as Salesforce administrator to ensure systems support effective relationship management.

4. Organisational leadership and team development

- Be an active member of the Senior Leadership Team and contribute to organisational strategy and decision-making.
- Lead, support and develop the Development team and the communications function.
- Build development capability across the Foundation
- Work particularly closely with the Head of Grants & Impact, Finance Manager and Chief Executive to align income generation, community insight, impact and organisational priorities.
- Report regularly to trustees and relevant committees on development performance, opportunities and risks.

Person specification

Essential experience and skills

- Exceptional relationship-builder and confident networker with a track record of proactively creating new relationships
- Able to engage credibly with a diverse range of prospective supporters and senior stakeholders
- Significant experience of securing philanthropic income and developing high-value relationships.
- Experience of developing and managing a substantial prospect pipeline.
- Ability to develop compelling propositions that connect donor interests with community needs and impact.
- Strong commercial judgement and confidence working with income targets, forecasts, KPIs, and CRM data.
- Experience managing, supporting, and developing people.
- Strategic thinking combined with a willingness to be hands-on in a relatively small organisation.
- Ability to work collaboratively across organisational boundaries
- Confidence and judgement to take clear ownership of development delivery while working in close partnership with the Chief Executive and other senior leaders.

Desirable

- Experience of place-based funding, donor-advised funds, endowed giving or other relationship-led philanthropic models.
- Previous experience of working as part of a senior leadership team
- Knowledge of Sussex networks and eco-system
- Experience providing strategic oversight of communications, brand, campaigns, or events.
- Experience of reporting to trustees
- Understanding of charity fundraising regulation, data protection and relevant good practice.

General

- Work in accordance with Sussex Community Foundation's values, policies and procedures, including Equity, Diversity & Inclusion, Health & Safety, information governance and financial management.
- Represent the Foundation professionally at external meetings and events.
- Undertake relevant training and professional development.
- Be flexible and adaptable and undertake other reasonable duties consistent with the seniority and purpose of the role.

Benefits of working at Sussex Community Foundation

Below is a summary list of the benefits of working for Sussex Community Foundation:

- **35 Hour working week** for full-time staff.
- **25 days annual leave**, increasing by one 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. Evening and weekend work is a key part of many of our jobs, 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 contribution.** We will match employee contributions up to 5%

At Sussex Community Foundation, brilliant people do meaningful work every day. Joining our team means playing a vital role in strengthening the community and voluntary sector across Sussex, helping to change local lives for the better. As a small organisation, our staff team is at the heart of everything we do. We value collaboration, encourage new ideas, and support each other to grow and develop. If this sounds like the kind of culture you'd like to be part of, we would love to hear from you.

Sussex Community Foundation Staff Structure

