Head of Development
(Full Time)

Application Pack

Deadline: Wednesday 27 June 2018
Interview: 17 & 18 July 2018
Welcome from the Chief Executive

Dear Applicant

Head of Development Position

Thank you for your interest in this high-profile role at Essex Community Foundation (ECF). This is an extremely exciting time to join our team.

ECF is one of the largest community foundations in the UK and has an enviable track record. Since our inception in 1996 we have built endowed funds of over £41 million and awarded over £32 million in grants.

This is a challenging time for many people in our communities especially for those experiencing disadvantage in society. We aim to grow our endowed funds in order that we can help more people. Our 22 years of experience has demonstrated that giving through ECF is one of the most effective ways for philanthropists to support local communities.

Over the coming six months our Board of Trustees will finalise our new strategic direction for the next five years and as Head of Development, you will play a key role in achieving our ambitions, leading on our income generation.

This is a worthwhile, challenging and rewarding role and an exciting opportunity for an individual with a proven track record in income generation. The successful candidate will demonstrate ambition, dynamism, drive, determination and a passion for local communities.

I hope that you will find all the information you need included within this pack. If, however, you would like an informal and confidential discussion with me then please do call on 01245 355947.

Yours sincerely

Caroline Taylor
Chief Executive
About Essex Community Foundation

Essex Community Foundation (ECF) is a part of a global movement of Community Foundations which develop philanthropic funds and strengthen civil society to help improve the lives of local people by matching the needs of donors with those in our community. There are 46 accredited Community Foundations in the UK managing over £500 million of philanthropic funds.

We are proud that ECF, as one of the largest community foundations in the country, has an outstanding reputation within Essex and across the UKCF network. Each year we award around £2.5 million of grants from 150 different charitable funds under our management to voluntary and community organisations working to improve the lives of people in Essex.

Established by philanthropist Ian Marks CBE DL in 1996, since then we have awarded £32 million of grant funding and built our long term, endowed funds to over £41 million. In the past 10 years ECF’s endowed funds have grown by 280% and we have ambitions to continue our growth over the coming five years.

ECF will embark on our next five-year strategic plan in the Autumn, which is designed to build on our highly successful 22-year history of the organisation. The next five years will be marked by increased partnerships, profile and growth in the value of our grants distributed, driven by significant increases in new endowed funds.
Our Vision

A strong, generous community – an Essex where people work together to enhance the quality of local life.

Our Mission

To inspire philanthropy and charitable giving – matching people, ideas, resources and needs, to make a lasting difference.

Values

- We are accountable to our community and to our donors and funders, by being transparent in all our communications and activities. We remain committed to being an organisation which is approachable to donors, grant recipients and strategic partners alike.

- We encourage and support innovation; recognising that needs are best tackled through the independent and creative determination of people.

- We act with integrity and professionalism at all times.
Organisational Structure

Board of Trustees

*CEO

Fund Administrator

Head of Finance

Grants Team Leader

Grants Officer

Grants Officer

Grants & Programme Admin Asst. 1.0 Job share

Volunteer Grants Officer 1.5 FTE

Marketing & Comms Officer

*Head of Comms

*Head of Development

Development Officer

* Senior Management Team
How to apply

The closing date for applications is **5pm on Wednesday 27 June 2018.** If you have any queries about the position, please call Caroline Taylor or Jo Macaulay on 01245 355947.

To submit your application, please email your CV, covering letter and personal statement based on the Job Description and Person Specification stating why you think you would be ideal for the position. Your statement must not exceed 4 sides of A4.

Please email these documents to: recruitment@essexcf.org.uk

Alternatively, you can post your application to ECF, 121 New London Road, Chelmsford, Essex CM2 0QT.

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Interview

Interviews will be held on the **17 & 18 July** at Pontlands Park Hotel, West Hanningfield Rd, Great Baddow, Chelmsford CM2 8HR.

The interview will comprise two stages. The first will be your attendance at a social drinks reception that will include ECF Vice Presidents, Trustees and fundholders.

The following day you will be invited to a formal panel interview where you will give a short presentation, please send any presentations in advance. There will also be an opportunity to visit our offices.

Professional and personal references will be required.

Our latest Annual Review can be [viewed here](#).
Head of Development – Job Role

**Position:** Head of Development  
**Responsible to:** CEO  
**Salary:** c£44,000  
**Direct reports:** Development Officer  
**Pension:** ECF provides a workforce pension scheme currently managed by Royal London. This is operated on a matched contribution basis. ECF will pay up to 8% of your gross, basic salary.  
**Hours:** Full Time  
**Place of Work:** Chelmsford, Essex. Travel across Essex is required, occasionally further afield  
**Contract Terms:** The post is subject to a six-month probationary period and is offered on a permanent basis. The notice period is 3 months. Annual leave of 28 days plus statutory holidays is given, of which 3 days are allocated to leave over the Christmas period when ECF office closes.

**Overall Purpose**

To lead fund generation and development activities, building strategically on the legacy of the past 22 years, assuring the future of ECF as a key contributor to philanthropic and charitable activities in Essex. Specifically, to raise the profile of ECF with targeted audiences, in order to increase our network of donors and clients. You will build positive working relationships with a range of clients and secure a minimum of £15m of new donations to endowed funds over five years. You will work with our Senior Management Team to identify new clients and maintain and develop positive relationships with existing donors.

We work collegiately with all staff working closely and collaboratively with one another irrespective of formal reporting relationships. As a member of our Senior Management Team, you will work directly on projects with all other staff members and volunteers from other parts of the organisation (Grants, Communications and Finance) as needed.
Key activities and tasks:

a. Create a Development Plan that is based on our culture and values and achieves our ambitions for growth in line with our Five-Year Strategy.

b. Raise the profile of ECF with targeted audiences including business owners and professional advisors, such as tax specialists, accountants, solicitors, wealth planners and financial advisors; present ECF as an effective solution to their charitable giving, resulting in new charitable funds.

c. Represent ECF at external meetings and networks as required, preparing and delivering presentations and speeches.

d. Collaborate with Head of Communications to manage the provision of effective communications to engage new clients in our work.

e. Further develop and maintain our donor pipeline in our CRM system (Salesforce) and manage the ongoing development of the research capabilities of ECF and all databases held within ECF.

f. Report to the Trustees and CEO on a regular basis and formulate policy and guidelines on matters relating to donor funds. Ensure all fund development activities are reported to Trustees and that targets, objectives, delivery timescales and budgets are maintained in line with the five-year strategy.

g. Work with the Chair of our Fund Development Committee to identify new initiatives and ensure members are engaged with and contribute to fund development activities. Provide secretariat to the Committee.

h. Work with Board of Trustees and Vice Presidents to develop an ambassador programme which will engage them in fund development activities.

i. Manage all fund development activities within the agreed budget.

j. Provide line management to the Development Officer agreeing objectives and professional development opportunities.

k. Promote ECF’s vision, mission and values at all times to existing and potential new donors to maintain and enhance the reputation and integrity of ECF at all times.

l. Be an active member of the Senior Management Team.
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<th><strong>Significant internal and external relationships:</strong></th>
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<td><strong>Internal</strong></td>
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<td>Patron, President, Vice Presidents, Trustees, members of the Senior Management Team, staff and volunteers.</td>
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<td><strong>External</strong></td>
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<td>Donors and potential donors, Trustees of charitable funds/foundations, Investment Fund Managers, major employers within the county, key professional advisors (e.g. lawyers, financial advisers, tax planers, researchers, public bodies etc.), local Chambers of Commerce, relevant professional Institutes (e.g. Institute of Directors), other Charitable Foundations, national and local charities.</td>
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<th><strong>Delegated authority:</strong></th>
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<td>Deputise for the CEO and/or other SMT members as appropriate.</td>
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Personal Specification

Minimum qualifications and experience required to perform the role effectively:

a. Graduate or equivalent professional qualification.
b. Significant and appropriate experience, some of which ideally will have been gained in a philanthropic, sales or marketing environment.
c. Management experience preferably in a senior position.
d. Must have a current working knowledge and understanding of the charitable sector and associated topics e.g. tax effective giving.
e. Experience of presenting effectively to different audiences.
f. Experience of developing and implementing business plans that achieve desired results.
g. Must be competent and experienced in a range of digital platforms and have experience in how digital technology can enhance our growth.
h. Must have a clean driving licence and access to a car for attending external meetings.
i. Local knowledge of the charity sector and social issues in Essex is an advantage but not essential.

Competencies and behaviours needed to perform the role effectively:

a. Must demonstrate connection to and engagement with the charitable sector.
b. Actively support and sustain the Foundation’s Vision and Mission and values.
c. Ability to think strategically but also work effectively at an operational level.
d. Highly developed and finely tuned communication skills, an effective listener and proven networker and network builder.
e. Ethical and responsible and must demonstrate a high level of integrity and trustworthiness. Confident, assured and respectful to others.
f. Creative and resourceful.
g. Motivated to work on own initiative as well as a team player.
h. Ability to inspire others.
i. Excellent organisational and time management skills with the ability to manage a heavy workload and deal with competing priorities.
j. Ability to build trust quickly and develop excellent working relationships.
k. An understanding of and commitment to equality and diversity.
l. Willing to work outside of normal office hours as required.
m. Willing to work flexibly in response to changing organisational requirements and to learn new skills.