



## Job Description

<b>Title:</b>	Director of Programmes and Development
<b>Employer:</b>	Cumbria Community Foundation
<b>Reporting to:</b>	Chief Executive
<b>Responsible for:</b>	Grants and Donor Services Team, Development Team
<b>Hours:</b>	Negotiable. This role is offered as full time, however we believe the core elements could be delivered in 30 hours by an appropriately experienced person.
<b>Salary:</b>	Circa £40K pa (full time)

### Introduction

Cumbria Community Foundation (CCF) is seeking to recruit an experienced senior manager to lead the Foundation's Grants and Development activities. The successful candidate will support the two teams in achieving challenging targets for grants delivery and significant new fund development. The role is core in delivering the Foundation's philanthropic work and ensuring grant making programmes align to priority need and enable long-term measurable impact.

### Main Purpose of the role

The Director of Programmes and Development is a new position designed to lead and manage a skilled team that blends several core activities of the Foundation – grant distribution and fund development. This new post will support integrated working across our key areas of activity, co-ordinate day-to-day activity and ensure colleagues are working together to achieve our annual KPI targets. Managing growth and how the Foundation responds to opportunities will provide a stimulating challenge.

An inspiring leader and experienced manager, the Director of Programmes and Development will line manage the Grants and Donor Services Team and the Development Team. They will be a key member of the senior leadership team, alongside the Chief Executive and Finance Director. We are seeking to appoint someone with a strong commitment to individual and team development and an established record of effective team management.

The postholder will report directly to the Chief Executive and will be expected to present to the Board of Trustees on grants delivery and development matters. They will also be expected to deputise for the Chief Executive as appropriate.

A background in the charity or public sector would be an advantage as would knowledge of social policy, grant making, marketing or fund development.

## Key Tasks

### Leadership & Management

- Lead on the creation and implementation of the Grants Strategy and Development Plan
- Manage and support both the Grants and Development teams ensuring effective implementation of both grants and development plans in an engaging and productive environment
- Ensure effective communication and joint working across the organisation
- Represent the Foundation, providing leadership on community issues, convening and participating in partnerships and advocating for the role of philanthropy
- Contribute to the strategic development and management of the organisation by working with the Chief Executive, Finance Director and trustees on business planning and performance management
- Provide clear leadership, demonstrating positive behaviours and contributing to the work of the Foundation as required

### Grants Team Responsibilities

- Ensure effective implementation of the Grants Strategy, maximising delivery of funds to address priority need
- Ensure provision of high-quality philanthropic services to donors
- Support the team in delivery of effective grants programmes in line with community priorities and donor interests
- Support and enable the team to develop new and class leading grant programmes
- Support the team in building effective relationships with donors and stakeholders

### Development Team Responsibilities

- Chair Development Team meetings
- Support the team in delivery of the development plan
- Support the Development process; in particular, developing relationships with charitable and public sector funders

## Person specification:

### Skills & Abilities

- Ability to manage and support diverse teams
- Team and individual performance management and supervision
- Strategy development
- Ability to work under own initiative to broadly agreed guidelines
- Communicates in writing and orally to a high degree of accuracy and conciseness
- Ability to liaise with and work well at all levels within CCF and with Donors
- Excellent organisational and time management skills with the ability to manage a heavy workload and deal with competing priorities
- Ability to make effective use of information technology
- Confident in public speaking and representing CCF to external audiences
- Good computer and administration skills

### **Knowledge, Education & Qualifications**

- Graduate-level education or evidence of comparable ability
- Has knowledge of the local economic, social, environmental, and cultural aspects of the county
- Is interested in local needs and initiatives and seeks out opportunities to extend knowledge and networks
- Understanding of the importance of customer service and teamwork in promoting a positive and proactive image of the organisation

### **Essential Experience of:**

- Successfully leading multiple teams of people.
- Business and strategic planning.
- Leading in a complex multi-stakeholder environment.

### **Desirable skills, knowledge and behaviours**

- Can use a range of social media platforms to share knowledge and seek information
- A recognised higher qualification in Management, e.g. MBA, Diploma in Management
- A recognised coaching or mentoring qualification
- Knowledge of marketing, research, social policy and business development
- Experience of working as paid staff or as a volunteer in a charitable organisation
- Experience of working in a grant making or service provision charity
- Experience of social policy advocacy
- Experience of commissioning and undertaking social research

### **Personal Attributes**

- High level of emotional intelligence
- Passion and understanding for the Foundation and its objectives
- Hard working, flexible thinking, motivated, capable and confident
- Flexible approach to working hours, job tasks and responsibilities
- Willing to take on and ability to cope with challenges
- A quick learner with an openness to new ideas
- Ability to delegate
- Committed team player
- Tactful, diplomatic and assertive when dealing with challenging situations
- Identify and participate in training and development opportunities as appropriate
- Always have due regard to equal opportunities and to work in a fair and reasonable manner towards all people, respecting and embracing diversity
- Enthusiastic and approachable
- Resilient and calm under pressure
- Ability to represent the organisation throughout Cumbria and, if required, the UK as and a willingness to undertake evening and/or weekend duties

## Background

The Foundation's primary objective is to address disadvantage. It does this by making high-quality grants to individuals and organisations. Grant making is made possible by a growing number of supporters, some of whom create grant making funds. A secondary objective of the Foundation is the promotion of philanthropy (charitable giving).

CCF is a respected community foundation with a national reputation for effective fund development and high-quality grant making. It has a strong and committed board and an experienced and highly capable staff team.

Cumbria's communities and people face many challenges. Philanthropy has an important role to play in addressing social need and enabling people to achieve their potential. Since CCF was established in 1999, more than £44m has been distributed to thousands of charitable organisations and individuals, addressing inequalities and helping to create opportunities for those that most need help.

The current business plan seeks to increase the Foundation's endowed funds from £15m to £30m and base annual grant making from £1.4m to £2.8m between 2017 and 2022. Almost three years into this period, endowed funds have grown to £22m with a strong development pipeline. Grant making in 2020/21 is budgeted at £2.1 to £2.9m. A key aspiration within the business plan is the delivery of larger, multi-year grants with the aim of supporting our grant applicants more and minimising growth in grant administration overhead. The current team is diverse, highly experienced, skilled and ambitious.

Community Foundations are unique in the way they combine the interests of individuals and business donors with the needs of the local community.

The Grants team combine expertise and knowledge of community need and grant making with advice and support to the Foundation's fundholders. The Grants team manage a range of philanthropic funds on behalf of individuals, families, businesses, charitable trusts and the public sector.

The Development team is responsible for securing new funds from individuals, families, businesses and charitable trusts. In addition, positive long-term relationships are nurtured with professional advisers, including solicitors, accountants and financial advisers.

The Foundation is currently developing its practice by combining grant delivery with the convening of partnerships and coordinated programmes of work. This is with the aim of achieving sustainable long-term positive change in communities.

In support of both development and grant making, the organisation engages in partnership working and advocacy. As part of this work, it has produced the *Cumbria Revealed* and *West Cumbria Opportunities and Challenges* reports. These reports identify priority issues in the community and provide examples of projects that contribute to addressing these issues.