



HEAD OF DEVELOPMENT

RECRUITMENT PACK

Dovenby Hall
Cockermouth
Cumbria, CA13 0PN



www.cumbriafoundation.org



INTRODUCTION

"Cumbria Community Foundation is the largest independent grant-maker in Cumbria providing much needed financial support to local community groups. It has a strong track record in promoting philanthropy, responding to needs in the community and growing its donor and fund base.

"We're looking to recruit an experienced person to lead the Foundation's Development team. The successful candidate will support the team in achieving challenging targets for significant new fund development. The role is core in delivering the our philanthropic work and ensuring we're best placed to address long-term community need.

"We have a long and successful track record of fund development with extensive partnerships and relationships across the

county. This vital role will form positive relationships with potential major supporters and will advocate effectively and passionately about the life changing importance of philanthropy to those people in the county who need greatest help.

"We'll shortly be launching our new 5 year strategy with ambitious targets to our endowment by £15 million and distribute a minimum of £6 million a year by 2028. Trustees have backed this strategy with the decision to invest in significant additional staffing including increased hours for the Head of Development role and the creation of a new full time equivalent Head of Communications role who will report to the Head of Development."

Andy Beeforth
Chief Executive

ABOUT US



While Cumbria has many positive attributes, it also features great inequality, with many disadvantaged and isolated communities, extreme child poverty, youth unemployment and associated mental health issues. These needs are often unseen but are very real.

Cumbria Community Foundation is an independent charity that connects people who care with causes that matter. We exist to tackle poverty and disadvantage and to strengthen Cumbria's communities by inspiring philanthropic giving and by making lifechanging grants.

Our aim is to change people's lives for the better by helping local communities. We want Cumbria to be a great place to live for everyone - a place where people work together to address disadvantage.

We are one of Cumbria's foremost grant makers with an annual grant distribution of circa £2m and endowed assets in excess of £27m. Donors trust our expertise to direct funds to those grassroots organisations and initiatives that make a big difference to the lives of those in genuine need, reaching vital projects that might not otherwise survive.

Since 1999, we have awarded more than £60m in grant aid and currently manage more than 100 grant making funds. We have funded over 4,000 organisations and 8,000 individuals.

Our grant making priorities are:

- Improving the lives of disadvantaged children and young people
- Improving the life skills, education, employability and enterprise of disadvantaged people
- Supporting vulnerable older people
- Improving the health and wellbeing of people
- Strengthening and supporting fragile communities

Our fundholders, donors and supporters benefit from our in-depth knowledge of Cumbrian communities and organisations. We work with partners, funders and stakeholders to co-design programmatic approaches to address community needs and to secure additional funding.

We have an aspiration to develop our expertise and knowledge to address health inequalities in Cumbria and increase our grant making to deliver impactful, local solutions.

JOB DESCRIPTION



Job Title:	Head of Development
Employer:	Cumbria Community Foundation (CCF)
Reporting to:	Chief Executive
Responsible for:	Head of Communications
Hours:	Full time (37.5 hours/week)
Salary:	£40,000 FTE (dependent upon experience)
Location:	Our office is based at Dovenby Hall (1st floor), Dovenby, Cockermouth, CA13 0PN. We operate both a flexible and home working policy, which includes an ability to work partially from home.
Contract:	This position is offered as a permanent contract.
Pension:	After the completion of a successful probationary period, we offer the opportunity to join a pension scheme which makes a matching contribution of up to 7.5% of salary.
Leave:	25 days per year plus bank holidays plus two additional days at Christmas and one at Easter.
Review:	This role has a six-month probationary period.

MAIN PURPOSE OF ROLE

The Head of Development (HoD) is an expanded role, designed to lead a team that spear heads fund development and lead on the creation and implementation of the Foundation's Development Plan.

The HoD will work closely with the Director for Programmes and Partnerships to support integrated working across our key areas of activity, co-ordinate day-to-day activity and ensure colleagues are working together to achieve annual KPI targets.

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

The Development Team constitutes a full time Relationships Officer, full time Development Assistant and a new full time role of Head of Comms (to be recruited, which may be via external contract to an agency or an in house post). The Community Foundation is committed to the principles of a 'one team' approach. This recognises that all members of the team contribute to the success of delivering the Foundation's goals to address need in the community by making high quality grants alongside promoting philanthropy and generating new donations. As such the Head of Development will actively encourage, support and enable effective cross team working.

The post holder will report directly to the Chief Executive. 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, marketing and fund development.

MAIN TASKS & RESPONSIBILITIES

Leadership & Management:

- Lead on the creation and implementation of the development plan.
- Manage and support the Development team ensuring effective implementation of the development plan in an engaging and productive environment.
- Ensure effective communication and joint working across the organisation.
- Represent the Foundation, providing leadership on development activities in association with the Chief Executive.
- Contribute to the strategic development and management of the organisation by working with the Chief Executive, Finance Director, Director for Programmes and Partnerships and trustees on business planning and performance management.
- Provide clear leadership, demonstrating positive behaviours and contributing to the work of the Foundation as required.

Development Team:

- Chair Development Team meetings.
- Support the team in delivery of the development plan.
- Lead on the Cumbria Ambassadors scheme (not yet developed).
- Seek new funds from new philanthropic donors (corporate and individual).
- Ensure as far as possible corporate membership targets are met.
- Ensure CRM systems and prospecting work is undertaken effectively.
- Liaise with the Marketing and Communications team to ensure effective and consistent messaging.
- Ensure an effective donor engagement strategy and events programme is delivered.
- Support the Development Assistant in delivery of activities in relation to events, the Cumbria Club and work with Professional Advisers.

PERSON SPECIFICATION



SKILLS & ABILITIES

Essential

- Ability to effectively communicate verbally and in writing about the vital importance of philanthropy.
- 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.
- Sound computer and administration skills

Desirable

- Can use a range of social media platforms to share knowledge and seek information.
- 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.

EDUCATION

Essential

Desirable

- A recognised higher qualification in Management, e.g. MBA, Diploma in Management

EXPERIENCE & KNOWLEDGE

Essential

Desirable

- Successfully leading multiple teams of people.
- Business and strategic planning.
- 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.

PERSONAL ATTRIBUTES

Essential

- 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 and a willingness to undertake evening and/or weekend duties.

Desirable



EMPLOYEE BENEFITS PACKAGE

- Flexible working hours with remote working.
- 25 days per year holiday plus bank holidays plus two additional days at Christmas and one at Easter.
- Health Care Assistance Plan with employee benefits.
- Pension contributions of up to 7.5% of salary.
- Commitment to personal training and development
- Regular full team away days/half days role.



ADDITIONAL REQUIREMENTS

Continuous Personal Development

Work with the Director of Programmes & Partnerships to identify areas for further training and development, undertaking relevant courses and qualifications as required.

Health and Safety

The post holder is required to carry out the duties in accordance with the Foundation's Health and Safety policies and procedures.

Safeguarding

The post holder is required to carry out the duties in accordance with the Foundation's Safeguarding policy and procedures. A basic DBS check is a requirement of this role.

Diversity

The post holder is required to have due regard to equal opportunities at all times, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for all.

Quality

To support the Foundation in striving to create a culture with total commitment to quality.

WE LOOK FORWARD TO HEARING FROM YOU

MORE INFORMATION

For an informal discussion about the role, contact Andy Beeforth on 01900 825760.

APPLY

To apply for this post please, complete the [APPLICATION FORM](#) by 9am Tuesday 9th May 2023

Interviews will take place in person in June 2023 on the first floor offices.
Reasonable adjustments will be made where required.

Professional and personal references will be required prior to appointment
Proof of right to work in the UK will be required.



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