

Head Of Development

Location:	Westminster / Hybrid
Contract:	22.5 hours / 3 days per week Fixed Term (12-18 months)
Salary range:	£50,000 - £60,000 per annum (pro rata)
Reporting to:	Development Director
Managing:	Development Officer
Other key relationships:	Ambassador Manager Finance & Operations Director Engagement & Knowledge Director Co-Directors of Programme

We are the Churchill Fellowship: a charity which supports individual UK citizens to follow their passion for change, through learning from the world and bringing that knowledge back to the UK. If you are excited by the chance to support our wonderful Fellows to apply their research to help improve life in the UK, this could be the perfect role for you.

The Head of Development will play a crucial role in our Development team and the wider organisation. You will need to be comfortable working in an adaptable and responsive manner and have a passion for enabling change across a wide variety of areas. This is a new role and many of the specifics will be developed in collaboration with the Development Director.

To be successful in this role you will need to be happy working collaboratively as well as autonomously at other times: it will be crucial to work closely with various different stakeholders inside and outside the organisation to ensure that the development function is serving the needs of all teams, but it will also be important to ensure you are comfortable making key decisions and delivering on your vision for the development and fundraising function.

About our charity: Join us to support people-led change across the UK

We run the Churchill Fellowships, a unique programme that supports UK citizens to find new solutions worldwide for today's most pressing challenges.

Every year we fund over 100 new Fellows to discover the latest ideas and best practice in any practical issue they care passionately about, anywhere in the world. The topics they explore cover every aspect of society and are often informed by their own lived experience. They meet leading practitioners, encounter cutting-edge projects and gather their findings in a published report. Then we help them to turn their ideas into action and inspire change in their communities and professions across the UK.

Fellows tell us that their Fellowship is life-changing, for themselves and for those who benefit from their global learning. These are dedicated and practical individuals with a strong vision of the change they want to see, the knowledge to progress it and the drive to make it happen. As a result, their impact is felt throughout the UK, and many go on to be leaders in their fields.

Our unique approach has created a community of thousands of highly effective changemakers working on the frontlines of today's key issues. At the heart of all this is a simple but enduring concept: we are empowering individuals to learn from the world and transform lives across the UK.

Purpose of the role:

To support the Development and Fundraising function of the Trust, developing long term relationships and maximising income. The Head of Development will work alongside the Development Director and other staff to implement our Development Strategy, increasing income from Trusts and Foundations, Major Donors and Individual Givers and other sources.

Key responsibilities:

Relationship Development

- Nurture and develop relationships with existing donors, contributing to the collection of monitoring information ensuring continued support and engagement.
- To manage a portfolio of current and potential supporters to maintain, grow and/or revive their support for the Fellowship, implementing strategies for donor cultivation and stewardship.

Funding and partnership proposals

- To use research tools to identify and research Individual, Trust and Major Donor opportunities.
- To oversee the management of grant and trust income programme, ensuring production of effective, high quality proposals.
- To contribute to the achievement of the Fellowship's target to raise both unrestricted and restricted funding.
- To maintain up-to-date information on the status of funding applications and grant management in Salesforce – our customer relationship management database.

Systems and processes

- To manage the development and implementation of systems and processes to record the development and engagement pipeline, ensuring that all key information is recorded consistently.
- Work with the finance team to ensure regular income reconciliation and forecasting.

Other

- To line manage a Development Officer.
- To support the Churchill Fellowship's internal due diligence approval processes.
- To provide cover to colleagues in their absence.
- To undertake any other reasonable duties as and when required.

AREAS AND CRITERIA	ESSENTIAL	DESIRABLE
Qualifications		
Degree level or equivalent transferable skills	✓	
CPD (Continue Professional Development) courses		✓
Skills and Experience		
At least 5 years' experience in a fundraising role	✓	
Proven track record of success in applying for and managing grants from Trusts, Foundations and/or Major Donors, or equivalent	✓	
Experience of building relationships with and stewarding key funders and partners	✓	
Previous line management experience	✓	
Good knowledge of the voluntary sector and grant giving bodies, including funding issues and opportunities	✓	
Strong IT skills, including high levels of proficiency in all aspects of Microsoft Office, especially Excel.	✓	
Experience using and interacting with Salesforce (Customer Relationship Management) Database	✓	
Strong communication and interpersonal skills for communicating face-to-face, in writing and by telephone with individuals at all levels	✓	
Excellent organisational, and time management skills	✓	
Evidence of working in a team and contributing to a culture of a diverse and collaborative working environment	✓	
Experience of liaising with, negotiating and managing relationships with external organisations, teams, and individuals	✓	

Personality Characteristics		
A great team player with a pro-active, confident, and positive approach and the ability to contribute to a culture of collaborative working	✓	
The ability to work with good humour, tact, and diplomacy and to maintain confidentiality	✓	
Commitment to the ethos of equality and diversity	✓	
To have a genuine commitment to the values and ethos of the Churchill Fellowship	✓	
Positive attitude	✓	
Ability to meet deadlines	✓	
Attention to detail and accuracy	✓	
Proactive and able to work well independently as well as part of a team	✓	
Passionate about achieving excellence through continual learning and integrity	✓	

Working for The Churchill Fellowship

Detailed package, benefits and wellbeing package:

- Salary c. £50,000 - £60,000 per annum (paid pro-rata for 22.5 hours per week)
- Open to flexible working hours
- Hybrid working policy
- 5 weeks holiday a year, with additional paid leave if the office closes over the Christmas Break.
- 1 week of additional leave which accumulates incrementally with length of service after 3 years, to a total of 6 weeks.
- 6 days a year paid leave for volunteering
- Non-contributory pension scheme with 10% employer contribution
- Enhanced maternity, paternity and adoption leave and pay
- Employee Assistance programme
- Life assurance
- Bike purchase salary sacrifice scheme (Cycle2Work)

Standard working hours are 36.5 hours a week 9.30am until 5.00pm, Monday to Thursday and from 9.30am until 4.00pm on Friday, including a paid lunch break of one hour.

We have embraced the benefits of working from home and at the same time, we value the contribution of face-to-face contact in building teamwork, collaborating with your colleagues, exchanging ideas and know-how, and for work efficiency. We therefore operate a hybrid working policy, where staff can work from home if they wish, however everyone is required to work in the office a minimum of 4 to 6 days a month with Tuesdays as the core day for regular whole team meetings, workshops and training.

Note: unfortunately, we are not currently in a position to offer sponsorship for visas and all applicants will need to have, and be able to prove, the right to work in the UK.

How to apply

Please use your CV and cover letter as an opportunity to tell us a bit more about who you are as a person. We want to understand how you as an individual are going to be a great fit for this role.

Equity, diversity and inclusion are core to the values and ethos of the charity's work across all activities. The Churchill Fellowship is committed to being an inclusive employer with a diverse workforce. We encourage applications from people from the widest possible diversity of backgrounds, cultures and experiences.