



NCF Fund Development Director Job Description

Purpose of Role

To increase major giving to the Community Foundation to support local people in need across the City and County of Nottinghamshire.

Salary

£38,000 pa (pro rata)

About NCF

Nottinghamshire Community Foundation (NCF) was established in 1997 and is an active member of UK Community Foundations, the umbrella organisation for the 48 Community Foundations in the UK. NCF's vision is to see thriving Notts communities challenging disadvantage and bringing about positive changes locally and we bring this about by inspiring philanthropy and charitable giving – matching people, ideas, resources and needs to make a lasting difference. NCF operates across Nottingham City and the 7 Districts in the County.

For over 25 years NCF has evolved into the leading independent grant-maker in Nottingham City and County distributing over £30 million to voluntary and community organisations. NCF currently has 45 funds valued at approximately £2 million. Community Foundations hold the charitable funds of local individuals, families, companies, and public agencies, both endowed and revenue funds in order to deliver an annual grants programme. NCF awards around £400,000 in grants every year through a combination of income from endowed funds and flow through funds. Endowed funds are invested and the yield from that investment is used for grant making. Flow through funds are those funds which are donated in a given year to be distributed in the same year.

These grants are distributed to several hundred charities and community organisations across the city and county each year with most decisions being made by the individual, family or corporate donors of the funds.

Overview of role

We are now in a position to take the Foundation to the next level and want to employ an ambitious and skilled business development director who works closely with the CEO and Trustees to grow our client base.

The Development Director has shared leadership responsibility for income generation, including endowment fund development. Responsibility for attracting new endowed and flow through funds and growing the existing donor base. NCF seeks continuous income growth in order to increase the associated value of grants distributed. The Fund Development Director works collaboratively with the small staff team ensuring that we provide excellent customer service to existing and potential donors, partners and stakeholders.

Main Tasks

1. To work with the CEO and Trustees to prepare and deliver the NCF Fund Development strategy and associated annual business plans. To develop and deliver annual plans for each income stream identified in the Fund Development Strategy, resulting in a cost effective increase in their respective fund value.
2. To strengthen the research facilities of NCF to identify, track and attract potential donors and make effective use of NCF and external databases to develop relationships with donors to ensure that annual objectives, including financial donation targets, are met.
3. To increase the proportion of funds delivered through income streams other than existing fund holders and effectively manage the Fund Development function. Working with the CEO and grants team, to ensure that there is synergy between fund development and grant making at all levels of the organisation, from strategy through to operations.
4. To provide a professional service to donors, fund holders and other stakeholders, resulting in their continued support. In collaboration with the Grants Team, ensuring donors' grant preferences are managed effectively and that NCF communications concerning fund activity is timely and meets their needs.
5. To accept other responsibilities and activities that may present themselves to NCF, subject to additional duties and responsibilities falling within the experience and remit of the post.

Outcome

The role of Fund Development Director has paid for itself within the two year period through management fees from new business. This will be achieved by:

1. Increasing legacies, corporate funds and family funds set up with NCF
2. Increasing NCF endowment value and flow through fund value year on year.
3. Increase awareness of NCF engaging a minimum of 20 solicitors per year.
4. Increase awareness of NCF engaging a minimum of 20 accountants per year
5. Increase awareness of NCF with the professional and retired populations.

Skills and Background

Part One – knowledge and experience

- Strong track record of achievement, gained at senior management level, in the field of sales, marketing, finance or business development: including confidence in relating to, and influencing people, at all levels and across sectors, including public speaking.
- Proven experience of building and maintaining high value relationships and networks, with an understanding of the principles that underpin successful donor or client relationships.
- Strong experience of shaping, developing and delivering organisational strategies, and having met demanding performance targets: experience of monitoring and evaluating delivery against business plans.
- Knowledge of financial investment and charitable tax benefits is highly desirable although not essential.
- Knowledge and experience of the Third sector, Communities of need and Philanthropic strategy.
- Local knowledge of Nottinghamshire City and County

Part Two – skills and abilities

- First class presentational, interpersonal and rapport skills and the ability to secure the confidence and trust of existing and potential donors and funders quickly
- Strong networker and partnership-builder: highly effective persuasive and influencing abilities, supported by outstanding verbal and written communication skills.
- Strong organisational and planning abilities, self managed and self motivated with the ability able to work from home or office effectively
- Able to undertake detailed research and analysis relating to new fund development
- Able to work as part of a small team, under pressure when required, and within NCF's policy framework at all times.
- Effective IT and administration skills (the post is self-servicing).
- Access to a car, clean driving licence and happy to travel to venues across the city and count with occasional travel to national events and conferences.

Part 3 – Personal Style and Behaviour

- Has self awareness, professional integrity and moral courage.
- Promotes NCF with confidence and can build relationships with high impact and positive influence.
- Strategic thinker with the capacity to work across issues and sectors for the benefit of NCF.
- Offers commercial acumen balanced with a high level of emotional intelligence.
- Spots opportunities and connections and shows determination in meeting targets.
- Flexible, positive and motivated team-player who understands others.
- Tenacious and resilient.

Terms and Conditions of appointment

- Two year contract with an option for renewal, with a six month probationary period.
- This role carries an annual salary of £38,000 (pro rata) plus petrol expenses for travel to meetings and events.
- This post is a hybrid role partially working from home and partially in the office in Mansfield .
- Annual Leave = 17 days pro rata not including bank holidays or the office closure for Christmas.
- Working hours are 20 hrs per week agreed between 09.00-17.00 (Monday to Thursday) although this role will require working outside these hours in order to fulfil the responsibilities of Fund Development Director. Therefore, time will be flexible to ensure a 20 hour working week.
- A laptop will be provided plus access to our IT support contract.
- There is a six month probationary period.
- The notice period for this role is one month.
- The post is located at the NCF office. Ash House Unit1, Ransomwood Business Park, Mansfield Notts. NG21 0HJ.

Please apply with the application form on our website
<https://www.nottscf.org.uk/vacancies/fund-development-director/>

CV's will not be accepted.

Send completed forms to Nina@nottscf.org.uk by January 8th 2024.