# Logo Description automatically generated

Job Description

Title: Charity Director

(Interim - 3 Month Post)

Reporting to: Trustees

Accountable to: Trustees

Base: Wrest Park Enterprise Centre, Silsoe MK45 4HS

Hours: 37.5 hours per week (Flexible)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# **Job Purpose**

CHUMS Charity are looking for an Interim Charity Director to lead the charity in an exciting time of organisational growth and development. The charity has new structural, legal and governance requirements as well as meeting the challenges of the Covid 19 pandemic.

The Charity Director will lead a small and dedicated team of fundraisers to provide the necessary vision, leadership and fundraising skills, which will enable the organisation to achieve its organisational development programme and meet fundraising targets. The Director will ensure the Charity has robust governance and complies with all legal requirements and has a comprehensive fundraising strategy which explores new methods of raising funds.

The successful candidate will have substantial leadership and management experience within the charitable sector and a talent for building relationships. They will also have a track record in governance, strategy and securing funds from statutory sources, foundations, trusts and major donors. Experience in development of an individual donor programme, including donor marketing is desirable.

# **Main Responsibilities**

## **Governance and Finance**

* Oversee and ensure charity governance and Charity Commission compliance, including development and implementation of policies.
* Work with the Trustees and staff to develop a comprehensive strategy for the Charity, both in relation to building a safe and robust organisation and fundraising.
* Lead financial planning and budget management, including being responsible for the development of budgets for revenue and expenditure.
* Develop and maintain income and expenditure tracking and evaluation systems.

## **Fundraising Strategy**

* Work with the Trustees and Fundraising Team to develop, implement and deliver a new dynamic fundraising strategy to create a sustainable income model and to increase net revenue from all income streams.
* Identify potential new income streams and produce strategies to access these funds.
* Proactively lead on the continuous development of the Charity's fundraising strategy, researching best practice, current trends and new opportunities.
* Manage and develop the Fundraising Team to deliver the fundraising strategy.
* Be responsible for fundraising compliance, including the Code of Fundraising Practice.
* Oversee the management of grant and trust income programme, supporting the Head of Fundraising as necessary and ensuring production of effective, high quality proposals and reports.
* Lead an individual giving development plan for 2021 onwards, which includes recruitment and development of donors, including corporate donors.
* Develop new and maintain existing effective supporter journeys. This includes liaising with current and new Ambassadors, Trustees and ensuring they remain engaged and actively supporting our community fundraising programme.
* Identify timely solutions to any issues that arise with fundraising, including any complaints.
* Liaise with support provided to agree a marketing strategy, web exposure and supporting literature for any events programme.

## **Stakeholder Engagement**

* Keep key stakeholders updated in relation to the Charity's activities, including the Operations Board of CHUMS CIC.

## **Staff Management**

Line Management of the Charity's staff team, including:

* Agreeing objectives and work plans.
* Managing workload and performance through regular one-to-one line management of the Head of Fundraising.
* Undertaking annual performance reviews.
* Planning and implementing personal development programme for team members in all relevant skills.

**Key Relationships**

* Charity Trustees
* CHUMS CIC
* Head of Fundraising and Communications
* Finance Lead for Charity
* Volunteers
* Communications and Marketing Manager
* Fundraising Team

**General Terms and Conditions**

**Variation**

This job profile is not intended to be a complete list of duties and responsibilities, but as a guide for information to the job and may be reviewed in the light of changed needs and as part of an individual’s personal development plan. Any changes will be made following discussion with the post holder.

The post holder will be expected to undertake ongoing personal, professional and management development, in line with the responsibilities of the post.

**Equal Opportunities**

All employees must comply with CHUMS Social Enterprise Equal Opportunities Policy and must not discriminate on the grounds of age, class, race, colour, nationality, ethnic or national grounds, disability, family responsibilities, gender, marital status, religion or sexual orientation, or any other grounds which cannot be shown to be justifiable.

**Health and Safety**

All employees are subject to the requirements of the Health & Safety at Work Act. The post holder is required to ensure that his/her work methods do not endanger themselves, or others.

**Data Protection/Confidentiality**

All employees are subject to the requirements of the Data Protection Act 1998 and must maintain strict confidentiality in respect of patient and staff records and information.

**Continuing Professional Development**

The post holder will be expected to undertake ongoing personal, professional and management development in line with the responsibilities of the post.

Logo

Description automatically generated

Person Specification  
Charity Director

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirements** | **Essential** | **Desirable** | **Assessed** |
| **Qualifications** | * Educated to degree level or equivalent. * Evidence of continued professional development relevant to the role purpose and level. | N/A |  |
| **Knowledge &**  **Experience** | * At least three years’ experience in a similar role. * Significant understanding governance and compliance. * Successful, significant and relevant achievement at management level in a comparable regional or national organisation. * Experience of developing and implementing strategic and business plans. * Effective dissemination of information to large and diverse groups. | Understanding of Children’s Mental Health.  Understanding of the geographical area CHUMS deliver services.  Sales and marketing. |  |
| **Skills & Abilities** | * Adept at leveraging the strength of an organisation brand for charity/business development. * Proven track record of meeting and exceeding income targets. * Ability to build, manage and develop key stakeholder, client and donor relationships. * Skilled at fundraising that has directly resulted in increased income for an organisation. * Strong leadership skills. * Working knowledge of the Fundraising Code of Practice. * Member of the Institute of Fundraising. * Track record of bringing innovative creative thinking and fresh ideas to an organisation and/ or its services. * Knowledge of the fundraising environment and of a range techniques and disciplines which will support the cost-effective generation of income for the Charity. * Exceptionally convincing and persuasive written and oral skills with the ability to present and convey complex ideas and issues clearly and coherently. * Ability to secure Trustee approval for strategy. * Demonstrable ability to evaluate the type of initiatives and programmes within the scope of the post and initiate, develop and deliver new initiatives that build on their successes. * Highly self-motivated and able to work autonomously, take initiative and make decisions. * Commitment to the Charity's core values and strategic direction. * Proven track record in driving income growth. * Experience in managing teams to deliver on financial outcomes. * Demonstrated experience in web strategy and data analytics. | N/A |  |
| **Personal Qualities** | * Creative and visionary thinking. * Ability to work flexibly and manage multiple competing deadlines. * Energy and enthusiasm to achieve ambitious targets. | N/A |  |
| **General** | * Current driving   licence and full use of vehicle.   * Will be office based,   but will be required to  travel across Luton, Bedfordshire and Cambridgeshire.   * Ability to work flexible   hours to meet the  needs of the service. | N/A |  |

Candidates will only be invited for interview if they meet the essential criteria for this post. The Desirable criteria will be used to shortlist where the application of the Essential criteria only, produces a large number of applicants.