

## ROLE PROFILE

**Title:** Development Manager  
**Reporting:** To the Director  
**Location:** 111-117 Lancaster Road, Ladbroke Grove, London W11 1QT  
**Hours:** Full-time (35-hour week)  
**Salary:** £40 - £45,000 (dependent on experience)

The Kensington & Chelsea Foundation is an independent local charity which was founded in 2008. We work to tackle the inequalities and hardships faced by many across the Borough by spotlighting local needs and raising money and in-kind support from local people, businesses, schools and trusts and foundations. Since 2008, we have generated more than £5 million for our mission to improve local lives. We've invested these resources in fantastic local charities, helping them to achieve their aims and to grow their vital work in the community.

More recently, we responded to the terrible tragedy which happened on our doorsteps last June and have raised almost £7 million for our Grenfell Tower appeal and we are proud to help the survivors, bereaved and the affected community.

The **Development Manager** fulfils a key function within the small team with responsibility for increasing income from individual donors, businesses, trusts and foundations, and managing and developing the Foundation's relationship with them.

### **Development Manager – Key Responsibilities**

To work under the direction of and in collaboration with the K&C Foundation's Director, the Board of trustees and Development Board to shape and deliver the charity's strategy, including:

- Significantly increase the levels of financial support from businesses through nurturing existing relationships and growing new ones.
- Increase the levels of donations from major donors and individuals through new relationships and building relationships with existing donors.
- Increase the levels of financial support from trusts and foundations through writing compelling and successful bids.
- Research new contacts for businesses, individuals and trusts and foundations and act on the research to build new relationships.
- Identify and secure increased levels of in-kind and pro-bono support for the local voluntary sector
- Work to secure donations for the K&C Foundation's core costs.
- Gain sponsorship from businesses for specific K&C Foundation campaigns and events.
- Represent the K&C Foundation and communicate the organisation's key messages to a range of stakeholders through presentations and meetings.
- Achieve financial targets as agreed annually and be responsible with the Director for the fundraising budget.
- Steward donors to an excellent standard to ensure that they feel valued for their support and to grow our relationships with them.
- Be opportunistic and spot potential relationships and act upon them.

- Take responsibility for the K&C Foundation's Advantage database in relation to recording information, profiling and managing relationships with donors, companies and trusts.
- Engender an appreciation to key stakeholders of local social and economic needs and of how they are addressed by local charities.
- Deliver events which enhance and promote the K&C Foundation's work and raise funds.
- Provide effective reporting and a high level of detail to donors to ensure they are fully informed about the impact of their giving.
- Prioritise in order to ensure that the most effort is put into relationships that have the greatest potential to bring in financial and in-kind resources.

### **Other tasks**

The K&C Foundation staff team is small. The **Development Manager** will be expected to assist on other areas of work as required.

### **Skills and Experience Required**

1. Fundraising experience and relationship building with donors and trusts
2. Outstanding written and verbal communication skills
3. Highly developed networking skills
4. Ability to manage a number of tasks at once
5. Innovative and creative thinker
6. An experienced researcher
7. Competent user of a CRM database
8. Ability to flexibly learn and develop new skills as required
9. High level of proficiency with MS Office programmes (Word, Excel, PowerPoint)
10. The ability to work in a small team, to direction and autonomously
11. Excellent planning and organising skills
12. Financially competent
13. Interest or experience in working within the voluntary sector
14. Enthusiasm for and a commitment to the K&C Foundation's purpose, goals and values

### **Person Specification**

- Confident and highly personable
- Persuasive and effective communicator
- Passion and commitment for making a positive difference to the local community
- Committed and flexible
- Collaborative and a team-player

Deadline for applications: **Monday 18 June 2018 at 12 noon**

Interviews: **Monday 25 and Tuesday 26 June 2018**

If you would like to be considered for this role we will require the following:

- Your CV
- A covering letter which includes a personal statement addressing the role profile requirements and person specification - two sides of A4 maximum

All enquiries and applications should be made to [sdolton@thekandcfoundation.com](mailto:sdolton@thekandcfoundation.com) T:020 7229 5499