



St Hilda's East is a vibrant, multi-purpose community organisation providing a wide range of life-changing services and opportunities for local people of all ages experiencing social isolation and economic disadvantage. Services include pre-school activities and youth projects, support for older people, legal advice, a food co-operative, wellbeing activities for people experiencing mental health issues, and volunteering placements.

Founded in 1889 by the Guild of the Cheltenham Ladies' College, we now work across 2 sites within the London Borough of Tower Hamlets – our large community centre in Shoreditch and our Day Centre for older people serving the diverse community of Shadwell. In 2024, we are organising a series of celebrations and events to commemorate our 135<sup>th</sup> anniversary.

See [www.sthildas.org.uk](http://www.sthildas.org.uk) for more information.

## **JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Head of Funding</b>
<b>REPORTS TO:</b>	Director
<b>MANAGES:</b>	Fundraising and Marketing Lead
<b>SALARY:</b>	£40,000 per annum FTE (pro rata for part-time hours)
<b>HOURS:</b>	30 to 37.5 hours per week (4 to 5 days)
<b>ANNUAL LEAVE:</b>	25 days plus bank holidays (pro rata for part-time hours)

### **Job Purpose:**

As a member of the Senior Leadership Team, the Head of Funding contributes to strategic decision-making with specific responsibility for developing and implementing the fundraising strategy. Key to this is raising funds from multiple sources (including rental and room hire income, grant-making trusts, contracts, and corporate and individual donations) to safeguard the financial viability of existing and proposed services.

### **Responsibilities:**

1. Making positive contributions to regular Senior Leadership Team meetings, getting involved in decision making and problem solving and helping to shape the culture of St Hilda's East (SHE) so that it is positive and proactive.
2. Developing, implementing and reviewing St. Hilda's East's multi-year Fundraising Strategy and Annual fundraising Plan, including monitoring funding targets, pipeline and success rates against budget and agreed goals.
3. Identifying new funding opportunities through horizon scanning and research, and developing and implementing strategies to access these funds.
4. Attracting and securing tenants and casual room hirers, issuing leases and licenses, and in collaboration with the Head of Operations, maintaining positive relationships with centre-users with regards to facilities and finance.
5. Writing and submitting compelling grant applications to grant-making trusts and statutory agencies, sometimes supported by the Fundraising and Marketing Lead or external consultants.
6. Supporting the Fundraising and Marketing Lead to write and manage communications with all stakeholders.
7. Working collaboratively with colleagues involved in service delivery to lead the identification, development and submission of bids and tenders.
8. Maximising income through publicising, co-ordinating and organising fundraising activities, such as sponsored activities with corporate partners and ticketed events.
9. Developing relationships with potential funders, commissioners and sponsors and maintaining relationships with existing supporters by:
  - delivering high quality presentations and pitches
  - attending networking and fundraising events and meetings
  - developing funder messaging and writing impact reports
10. Developing the relationship between SHE and the Guild, parents and pupils of Cheltenham Ladies' College in collaboration with Cheltenham Ladies College Guild-nominated SHE trustees.
11. Managing consultants and line managing staff, ensuring that staff members' training needs are identified and met, that work plans are in place and monitored, providing supportive and regular supervision, and undertaking annual appraisals.
12. Ensuring that SHE is compliant with all fundraising and data protection regulations.

### **General Responsibilities:**

1. Participate positively in regular supervision, appraisal, and training and networking events.
2. Ensure that all SHE policies and procedures are adhered to, particularly those relating to safeguarding, health and safety, equal opportunities, and the environment.
3. Undertake any other duties that may be required which are commensurate with the role.

### **PERSON SPECIFICATION**

#### **Essential Criteria**

1. At least 4 years' experience as a successful fundraiser with responsibility for attracting diverse income streams.
2. Demonstrable and significant success in applying to grant making trusts and statutory agencies.
3. An ability to develop positive relationships with a diverse range of people including prospective corporate sponsors, high net worth individuals, grants officers, partners, colleagues, and service users.
4. The ability to write eloquently and succinctly, with meticulous attention to detail.
5. A commitment to SHE's vision, mission and values and the ability to communicate it.
6. Ability to approach large corporates and smaller local businesses to gain support for SHE.
7. Previous experience of line-managing staff to support their wellbeing and achieve their targets.
8. Ability to manage a busy workload with multiple priorities, with experience of balancing the necessity to work at a strategic level whilst managing operational deadlines.
9. A proactive and creative approach to solving problems and developing new sources of income.

10. An understanding of the differing needs of diverse communities and a commitment to implementing good practice around equal opportunities.
11. Willingness to work flexibly within reason, including evenings and weekends as required.

**Desirable Criteria**

1. Previous experience of managing tenancies.
2. Previous successful experience of bidding for contracts