

## **JOB ANNOUNCEMENT**

### **Head of Fundraising – part time**

<b>Salary:</b>	£60k pro-rata
<b>Type of role:</b>	Part-time (3-4 days a week, negotiable)
<b>Location:</b>	Candidate must be a UK tax resident
<b>Line reports:</b>	None
<b>Reporting to:</b>	CEO
<b>Duration:</b>	Permanent
<b>Starting date:</b>	Negotiable
<b>Application deadline:</b>	17th December 2020

Founded in 2013 and based in the UK, [Integrity Action \(http://integrityaction.org/\)](http://integrityaction.org/) is a dynamic and award-winning charity devoted to fighting poverty and inequality. It does this by equipping citizens to assess vital development and humanitarian projects in their communities, report problems publicly, and work with those responsible to ensure the problems are fixed. Integrity Action has helped citizens across Africa, Asia, Europe, and the Middle East identify and solve thousands of problems – ranging from crumbling schools to dirty drinking water – and in so doing transform hardships into real benefits.

Integrity Action is seeking a seasoned, creative, and tenacious relationship builder, with strong proposal writing and persuasive speaking skills to fill this newly created Senior Management Team position. You will lead on securing approximately £2 million annual income for our pioneering approach that combines a tried and tested citizen-centred methodology with Integrity Action’s proprietary tool and mobile app called [DevelopmentCheck \(https://integrityaction.org/devcheck/\)](https://integrityaction.org/devcheck/).

Integrity Action’s priorities in 2021 and 2022 are:

- Spreading our work by integrating it into development practice and public service delivery.
- Continuing to innovate, so we can help citizens solve the widest possible range of problems, from workers being exploited to understaffed hospitals.
- Researching key pressing questions in transparency and accountability that include how to ensure sustainable accountability outcomes, what motivates officials and other responsible parties to act with integrity, and how problems are being solved.

You will work closely with the Head of Programme Development to convert learnings, project concepts and designs into compelling offers to trusts, foundations and institutional funders. You will lead on writing the most strategically important proposals, and potentially commission external support to complete other proposals. You will also be supported by several team members who will

lead on development of theories of change, results frameworks and project-specific delivery models.

You will help open doors to potential new funding, securing opportunities for the CEO and Head of Programme Development to present Integrity Action's work to grant funding decision makers. When this is done successfully, you will lead the follow up to ensure we receive a grant. Secured grants are managed by the Operations team and their tasks include reporting to funders. Your involvement in this process will be to contribute to the reports to ensure they also work as a fundraising tool.

As a member of the Senior Management Team you will contribute to the strategic leadership of the organisation. This means leading on creating a fundraising function including strengthening strategic fundraising and executing annual plans. You will report to the CEO and share progress with the senior management and Board leadership quarterly.

Although all team members are based in the UK, we are all working remotely. Once it is safe for us to work face-to-face, we will consider in consultation with the team taking up an office space located in London. If we do, how we work will be aligned with our flexible working policy.

We expect you to live our organisational values. We believe that diversity of people, ideas and cultures enriches both our insights into the work we do and our relationship with each other. Being an inclusive organisation matters a lot to us. The existing team comes from different backgrounds and walks of life so you can expect yourself to be embraced.

## **RESPONSIBILITIES:**

**Key Result Area #1:** Lead and manage writing and submission of core (unrestricted) and project (restricted) funding proposals

- Work closely with the Head of Programme Development to translate project concepts into winning proposals
- Lead on submitting compelling, persuasive, and accurate proposals to a range of funders and to a range of budgets. When bidding within partnerships or consortia where we are not the project lead, ensure high quality narrative and financial inputs
- Working closely with Operations and Finance teams, lead on development of new budgets ensuring full cost recovery and demonstrating value for money principles
- Coordinate inputs to proposals from a range of partners
- Manage fundraising consultants

**Key Result Area #2:** Build highly effective relationships with trusts, foundations and institutional funders

- Help open doors to potential new funding, progressing conversations and securing opportunities for the CEO and Head of Programme Development to present Integrity Action's work to grant funding decision makers
- Working closely with the CEO, cultivate new and retain existing funder relationships
- Solicit restricted and unrestricted grants across multiple years

**Key Result Area #3:** Build and manage a systematic approach to fundraising

- Strengthen the approach to strategic fundraising and lead on executing annual plans
- Lead on funders' prospecting
- Manage fundraising progress monitoring including the CRM system (Dynamics 365) to manage relationships with funders
- Lead on fundraising reporting to the CEO and the Board

**Key result Area #4:** Contribute to the organizational strategic leadership

- Work closely with CEO to build annual business plans including revenue projections
- As a member of the Senior Management Team, lead on development and implementation of organisational strategies and policies
- Contribute to effective leadership and role modelling of values internally and externally
- Support CEO on other strategic tasks and decision making

## REQUIREMENTS

We are looking for a development generalist with at least 10 years of fundraising experience of which at least 3 have been at senior management level.

### Essential experience / knowledge

- Demonstrated expertise in trusts, foundations and institutional fundraising.
- Demonstrated experience in building relationships with trusts and foundations.
- Exceptional writing skills, with the capacity to write for different audiences and about topics on which they may not be a technical expert.
- Excellent oral communication skills.
- Familiarity with the landscape, priorities, and methodologies of private foundations and institutional funders. It would be an excellent bonus if these are accountability and transparency funders.
- Excellent interpersonal and team-building skills.
- Experience creating fundraising, organizational and programme budgets.

**Skills and abilities:**

- Ability to maintain high standards of ethics, integrity, and professionalism, and to handle sensitive and proprietary financial information.
- Ability and willingness to work flexibly in a fast-paced team environment.
- Anticipatory and strategic thinker with a hands-on, problem-solving, proactive attitude.
- Systematic approach to tasks, excellent time management skills, and attention to detail.
- Computer skills: Google Drive and Salesforce or similar database software.

**Personal style and behaviour:**

- Commitment to Integrity Action values and to upholding our operating principles (read more on our website <https://integrityaction.org/about/>).
- A sense of humility, and collegiality.
- Capacity for self-reflection and a commitment to learning and growth.

**To apply:** Please send a CV and covering letter of no more than 2 pages outlining your relevant experience and why you want the job to [jobs@integrityaction.org](mailto:jobs@integrityaction.org) by 17<sup>th</sup> December 2020.

**Other dates to note:**

- Shortlisted candidates will be notified on 18<sup>th</sup> December 2020
- Preliminary calls with short-listed candidates will be held w/c 4<sup>th</sup> January 2021
- Selected candidates will be asked to complete a writing exercise on 11<sup>th</sup> January 2021
- Candidates will be invited for a panel interview on 12<sup>th</sup> January 2021
- Interviews will be held on 18<sup>th</sup> and 19<sup>th</sup> January 2021
- Job will be offered on 20<sup>th</sup> January 2021

**Other Information**

The holiday entitlement is 28 working days per year, plus 8 public holidays

All employees are eligible to join the NEST pension scheme to which the organisation will make a matched contribution of up to 5% of salary.

See our privacy notice (<https://integrityaction.org/privacy-policy/>) on the Integrity Action website for details of how we will handle your personal data.