

Job Description

Director of Funding Development

Job title:	Director of Funding Development
Responsible to:	Chief Executive Officer
Line management:	Partnerships Manager – Corporate; Partnerships Manager – Trusts & Foundations
Hours:	3 or 4 days per week (0.6-0.8 FTE), with core hours of 10.00am – 4.00pm
Location:	London, SE1 8QW with a flexible working arrangement for up to 2 days remote working

About the Charity

The Children's Literacy Charity is a high impact, specialist literacy charity supporting the children who need the most help to close their literacy gap. The attainment gap is now the widest it has been for a decade, and early, high quality literacy intervention is essential to give children from disadvantaged backgrounds the opportunity to make the most of their full potential.

Our specially recruited and trained tutors equip children with all the foundational literacy skills, not just reading but also comprehension, writing, listening and speaking, and we achieve significant outcomes. Children catch up to where they should be and grow in confidence and resilience, able to step ahead and engage with learning and life.

The charity has doubled in size over recent years and is now planning for the next stage of its growth. Funding is key to that ambition, and we are creating the role of Director of Funding Development to take our fundraising to the next level.

Role Purpose

This is a senior management role reporting directly to the CEO. We see it as critical to our future fundraising success and to the overall development of the charity. The Director of Funding Development will lead income generation strategy across all funding streams, with a particular focus on securing new, significant and transformational funding opportunities.

The postholder will work closely with the CEO on a robust, long-term funding plan, provide clear leadership to the fundraising team, and confidently represent the charity to funders, trustees and external stakeholders.

Main Responsibilities

Income Generation and Strategy

- Develop and implement an overarching income generation strategy, setting ambitious annual and three-year fundraising targets
- Deliver and convert new, significant funding opportunities across corporates, trusts and foundations, and high net worth individuals
- Identify strong funding prospects and take both an ambitious and creative approach to ways in which funders can support existing delivery
- Build and proactively manage a realistic pipeline of potentially transformational funders
- Develop compelling bids and proposals, accurately reflecting the charity's core messaging and delivery priorities
- Alongside securing significant new funders, maintain and grow positive working relationships with all existing funders to optimise retention

Leadership and Team Management

- Provide strong direction and clear line management of other team members across all funding streams
- Ensure a coordinated, donor-centred approach across all funding streams
- Work collaboratively with colleagues across the organisation to develop innovative project proposals to secure funding in line with the organisational strategy
- Work with the Finance team to facilitate excellent grant management and accurate income and expenditure reporting

External Representation

- Effectively represent the charity at external events, including one-to-one meetings, networking events and conferences
- Prioritise activity and optimise return on time invested where it will have the most impact on funding

Other

- Willingness to work flexibly, including occasional evenings and weekends as required
- Travel to funder offices, schools and other stakeholders in London, the Midlands, the Northwest and potentially other locations

The above list of job duties is not exclusive or exhaustive, and the post holder will be required to undertake such tasks as may reasonably be expected within the scope of the post, as required by the CEO.

Person Specification

Candidates will be assessed against the following criteria. E = Essential; D = Desirable. A = Application; I = Interview.

Criterion	Essential / Desirable	How Assessed	
Experience			
Senior fundraising experience with a proven track record of securing significant, multi-year funding	E	A / I	
Experience across multiple funding streams, in particular high value / transformational funding	D	A / I	
Experience of developing and managing income and expenditure budgets and annual operating plans	E	A / I	
Experience of researching and developing relationships with senior stakeholders and prospective funding partners	E	A / I	
Experience of line managing a fundraising team	E	A / I	
Experience of contributing to annual strategic and operational plans at a senior level	E	A / I	
Experience of working with Salesforce or another CRM for pipeline and income development	D	A / I	
An existing network of high-level funder contacts	D	I	
Skills and Knowledge			
Confident and effective relationship builder and negotiator across all levels	E	A / I	
Strong writer, able to produce nuanced, tailored and compelling funding proposals	E	A / I	
Excellent interpersonal and communication skills, able to represent the charity credibly at the highest levels	E	A / I	
Highly proactive and organised, able to manage deadlines and accommodate colleagues' timelines	E	A / I	
Strong analytical and strategic thinker: able to think big but also attend to the detail	E	I	
Interest in and knowledge of education, children, disadvantage and equality of opportunity	D	A / I	
Competent user of Word, PowerPoint and Excel	E	A	

Personal Qualities			
Highly proactive mindset together with a positive and resilient outlook	E	I	
Creative and pragmatic: able to challenge the status quo, make difficult decisions and take calculated risks	E	I	
Empathetic with the beneficiaries of the charity's work, whether through personal experience or because of personal beliefs	E	I	
Able to work purposefully and collaboratively with senior management colleagues and trustees	E	I	