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| **Job title** | Interim Head of Child Opportunity Appeal |
| **Reporting to** | Chief Executive |
| **Salary** | £70,000 - £80,000 |
| **Hours / contract** | 37.5 per week12-month fixed-term contract – maternity coverOpen to flexible working requestsOpen to a 4-day working week |
| **Location** | Flexible but ideally office based for 2 days pw |

**The British Asian Trust and the purpose of this job**

The British Asian Trust is one of the most exciting and innovative charities in the country. We maximise the support of the South Asian diaspora to drive positive change across South Asia, working to ensure that everyone is free from poverty and able to meet their full potential.

We are looking for an exceptional philanthropic fundraising leader, with experience of leading an appeal, and first-hand programme management knowledge, to undertake a one year maternity cover as the Head of our Child Opportunity Appeal.

In recent years the British Asian Trust has experienced substantial growth, with organisational annual turnover increasing from £1m to £20m. We have also secured a number of significant multi-year, multi-million pound partnerships that enable us to deliver large-scale and impactful programmes. The largest of these partnerships is with the Children’s Investment Fund Foundation, with whom we have launched a $50m “Child Opportunity Fund” in India. The aim of this programme is to make a substantial impact in reducing child labour, child marriage, child trafficking and online child sexual abuse.

The agreement with CIFF is that they will contribute $25m and BAT will raise $25m. We have already raised over $6m and over the next five years we need to raise a further $19m.

Our sources of income include high-net-worth individuals, trusts, foundations, institutional funders and corporate partners – in the UK, in India and globally. We have a team of senior Directors leading in each of these markets and responsibility for overall leadership and co-ordination is with the CEO.

The role of the Head of the Child Opportunity Appeal is to work directly with the CEO in leading this Appeal, ensuring that everyone else in the organisation with responsibility for this is supported to hit their ambitious targets. The current postholder has been doing an excellent job and will be going on maternity leave in August. We are therefore looking for someone who can do a one year maternity cover in this role. They will need to be a collaborative philanthropic fundraising leader with experience of leading an appeal and the ability to galvanise the whole organisation to hit these targets and change the world for thousands and thousands of children.

We need someone with exceptional programme management skills, but with a clear understanding of philanthropy, fundraising and, preferably, of fundraising for, or coordinating, a major appeal.

**Key responsibilities**

**Accelerate and coordinate fundraising for the Child Opportunity Appeal across a diversified range of high value income streams in India, the UK and globally.**

* Lead on developing and driving the fundraising strategy.
* Ensure that everyone with a role in fundraising for this Appeal has clear KPIs and targets, that these are regularly monitored and everyone held to account.
* Ensure that there is an ongoing, compelling case for support.
* Coordinate internal working groups as well as external development boards / committees comprised of senior volunteers to ensure consistent and aligned approach to fundraising.
* Compile reports and summaries as needed for the Senior Management Team, Board of Trustees and Board Committees.
* Support the development and implementation of systems, processes, and practices necessary to ensure that we deliver fundraising and first-class management of our key donors and partners, compliant with both British Asian Trust’s policies and government legislation.
* Contribute to overall strategic and financial planning as required.

**Together with the relevant senior Directors, ensure that targets in the different strands of the appeal are all hit.**

* Ensure effective prospect research and robust donor pipelines to secure major donations from HNWIs, corporates, trusts and foundations.
* Maintain up-to-the-minute intelligence regarding opportunities, supporters, relevant industries and the overall funding landscape.
* Work with other internal Stakeholder Leads and wider teams to develop and implement effective engagement strategies, including supporting senior management and trustees to initiative and manage key relationships.
* Work collaboratively and productively with the Child Opportunity fundraisers to develop and submit high value (predominantly 6-7 figure) asks to meet Appeal targets.
* Manage and maintain effective prospect records and pipelines on the CRM database.
* Proactively research, network and engage with key sector stakeholders and groups to identify and pursue funding opportunities and strategic partnerships in line with the Appeal strategy, collaborating with senior staff as appropriate.

**Together with the relevant senior Directors, ensure that all donors to this Appeal are stewarded effectively.**

* Ensure effective relationship and partnership management, working collaboratively with programme leads, Country Directors and communications colleagues, including ensuring thorough reporting and delivering partnership commitments, such as communications and events.
* Ensure that individual engagement plans, bespoke communications and compelling corporate funding applications are developed.
* Ensure stand-out donor stewardship, leveraging on internal events and project visits, and face to face and written communication.
* Support internal stakeholder leads (incl. the Chief Executive, Executive Directors and Trustees) to effectively manage donor relationships for which they are responsible, incl. drafting correspondence and writing meeting briefings.
* Maintain appropriate donor records (on the CRM database as well as files), incl. donor thank you letters, contracts, payment receipts, meeting notes, communication records, etc.

**Other:**

* Participate in team meetings and events as required.
* Actively contribute to and support wider British Asian Trust activities and initiatives, particularly with regards to income generation and communications.
* Consistently demonstrate the values and principles of the British Asian Trust in all activities.
* Other duties as required commensurate with the post.

**Personal attributes**

* A strategic mindset with the ability to develop and implement innovative fundraising strategies
* Exceptional project/programme management skills
* A calm, unflappable individual who can navigate ambiguity
* Someone with the personality to impress key senior stakeholders and the credibility to work effectively with all senior Directors
* An organised self-starter who has a strong work ethic
* Someone with relevant experience of either running a philanthropic campaign/appeal OR playing a senior role in delivering a tricky project within a complex charity
* Personal experience of managing the processes which underpin good fundraising (finance, database, GDPR and moves management)
* A natural analyser with the ability to assess fundraising trends, identify new opportunities, and adapt strategies to achieve fundraising goals

**Skills and experience**

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| Significant philanthropic fundraising experience with demonstrable progression in appeal/high value fundraising campaigns (incl. capital appeal, emergency appeal or similar) | Essential |
| Experience of thriving in a fast-paced fundraising environment | Essential |
| Strong track record in securing high value gifts from warm and cold donors and partners, including demonstrable ability to independently manage the fundraising process from research/identification to closing the ask | Essential |
| Demonstrable ability to communicate effectively with a wide range of internal and external stakeholders, adapting style and approach to stakeholder needs | Essential |
| Demonstrable experience of managing high-level internal and external stakeholders (including chief executives and trustees) to engage and drive fundraising relationships | Essential |
| Demonstrable experience of managing senior volunteers and knowledge of the policies and techniques involved | Essential |
| Demonstrable ability to proactively manage a fundraising pipeline and achieving fundraising targets, including reporting to senior stakeholders against targets and pipeline strength | Essential |
| Excellent stakeholder and relationship management skills  | Essential |
| Excellent written and verbal communication skills  | Essential |
| Excellent time management and organisational skills | Essential |
| Ability to prioritise work and work well under pressure  | Essential |
| Ability to work methodically and with high attention to detail | Essential |
| Ability to demonstrate a flexibility of approach and work effectively as part of a team  | Essential |
| Knowledge and / or experience of managing events / international trips in a fundraising context | Desirable  |
| Knowledge and/or experience in the development sector  | Desirable |
| Knowledge, experience and/or passion for child protection issues | Desirable |