

Job Information Pack

Job title: Head of Development (maternity cover)

Team: Fundraising

Location: Central London

Reference: FR1801



Institute of Imagination Head of Development (maternity cover)

Salary: £42,000 (pro-rated for contract period)

Contract period: Maternity Cover – 6 months fixed contract

Hours: 35 hours per week (Monday to Friday, 9am to 5pm)

Location: Based at our main office – Second Home, 68 Hanbury Street
– with occasional travel to our Imagination Lab – Lambeth High Street.

Context and background

Every child is born with the capability to imagine – bursting with curiosity, wonder and an unquenchable thirst for knowledge. But children today have less time and space than ever to flex their imaginations.

The Institute of Imagination (iOi) is creating a new kind of space for imaginations to grow. A world-class cultural destination in London that puts children at its heart. And a place for families to make, play, create and explore together.

To bring the Institute of Imagination to life, we're working with experts, teachers, parents and – most important of all – children. All united by the belief that imagination matters.

This is an exciting year for the iOi as we prepare to publicly launch the site for the campus and our large-scale capital campaign this autumn. In addition, we continue to focus on delivering our Imagination Lab programmes – outreach activities in schools, communities and from a fixed semi-permanent Lab space on Albert Embankment.

We have a strong core team (see <http://www.ioi.london/people-category/delivery-team/> for details) and are now seeking a maternity cover for our Head of Development to lead the fundraising team at this crucial time and ensure we are able to secure the funds needed to deliver our ambitious goals for children and their families.

Could it be you?

To enquire about the role please contact Jennifer Coleman, Director of Development and Communications. To apply please send your CV and a covering letter to jennifer.coleman@ioi.london by midday Thursday 26 July 2018.

Interviews will take place on 31 July and 2 August 2018.

Job Description

Job Purpose – why do we need you?

- Work alongside the Director of Development and Communications to lead the Development team and develop the capital campaign strategy and prospect pipeline, taking on key capital projects/prospects and delivering £1m+ gifts for the campaign.
- Work with the Director of Development and Communications, Chief Executive, and fundraising volunteers and lead the Development team to deliver agreed targets.
- Help the charity achieve its overall aims by contributing to (and sometimes taking the lead on) projects that cross the organisation, from events to communications.

Key internal relationships – who will you be working with?

- Reports to the Director of Development and Communications.
- Manages three Development Managers and a Development Assistant.
- Support provided by the Team Operations Manager and Team Operations Assistant.
- Liaison with the CEO, Director of Experience and Learning, Head of Marketing and Communications, and Director of Finance and Enterprise as appropriate.

Key external relationships – which relationships will you manage?

- Donors/potential donors, both individuals and organisations.
- Donor intermediaries – Family Offices, Family Office Service Providers, Philanthropic Offices at major Banks.
- Trustees, including our Chairman and Founding Chair.
- Partner organisations.
- Fundraising volunteers.
- Fundraising consultants/freelancers.
- Suppliers.

Main responsibilities - what will you do day to day?

1. Effectively lead the Development team to ensure delivery of targets (this is £5m of committed income in 2018 with 2019 targets to be defined).
2. Effectively manage the Development team ensuring each member has clear targets, regular reviews and annual appraisals, and ensuring they have the support and development opportunities they need to succeed and progress in their careers.
3. Continually review and develop the fundraising strategy for the capital campaign.
4. Build positive relationships with key individuals (donors, individual prospects, fundraising volunteers, trust Board members/administrators, influencers etc.), getting out to as many meetings as possible each week.

5. Create engaging and effective communications (proposals, mailings, applications, pitches etc.) and ensure an effective stewardship and recognition plan is in place.
6. Develop and manage a major gift prospect pipeline (with emphasis on Trusts and Foundations), and secure pledged and actual income against the campaign gift table.
7. Identify potential new and repeat supporters through independent research and conversations with Trustees and fundraising volunteers, and proactively identify new income opportunities, including innovative new models and approaches.
8. Provide weekly updates to the iOi Chairman and Founding Chair, and undertake regular review/planning meeting with the CEO.
9. Carry out in-depth prospect research to support approaches.
10. Ensure records that relate to donor relationships are effectively managed and maintained, and provide financial reporting and other management information on a timely basis (using Salesforce).
11. Lead the management of relevant internal processes e.g. prospect list management, recognition opportunities, gift aid claims etc.
12. Act as the key contact for relevant suppliers, ensuring appropriate agreements are in place and that goods/services are delivered as agreed.
13. Contribute to cross-organisation projects, such as event planning or partnership development.

Person specification – what are we looking for?

Essential

1. Proven ability to build, manage and develop effective relationships. This will include a highly developed ability to successfully negotiate with others to achieve desired outcomes.
2. Proven ability to demonstrate initiative and creativity to achieve desired outcomes.
3. Proven ability to deliver income against agreed targets, including a thorough knowledge and track record of success in major gift fundraising (from planning to securing funding to stewardship).
4. Experience of successfully developing and delivering a fundraising strategy.
5. Proven ability to effectively lead and manage a team (including appropriately managing poor performance), supporting their development to maximise results.
6. Excellent written and verbal communication skills and ability to tailor your approach to your audience.
7. Project management skills and proven ability to organise and plan own workload and the workload of others, identifying conflicting demands and establishing clear priorities in order to meet agreed objectives.
8. Ability to record, interpret, analyse and present financial data clearly and accurately.
9. Understanding of the fundraising marketplace and current trends across the sector.
10. A demonstrable interest in the children's development and a passion

for the mission of the Institute of Imagination.

11. Proficiency in using a Fundraising CRM package and Windows based software packages including Word and Excel.

Desirable

12. Experience of working with a Board of Trustees.
13. Experience of delivering a capital appeal.
14. Experience of fundraising in the Cultural, Arts or Heritage sector.
15. Good knowledge of UK charitable giving and taxation law as it applies to fundraising.
16. Experience of managing large-scale applications to Government and statutory funding bodies.



Terms and conditions of employment

- Fixed term contract maternity cover (6 months)
- To be based at office in Second Home, Shoreditch
- Childcare voucher scheme
- Annual leave entitlement: 28 working days per annum (pro-rated for contract period)
- Part of the workplace pension auto enrolment scheme