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#### JOB DESCRIPTION

**Post Title: Fundraiser (part time)**

## Post Grade/Salary: PO2/3 £17,000 (0.50fte)

Responsible to: Anthony Latchana (School Business Manager)

# Post Tenable: September 2017 (2 Years Fixed term Contract)

**Context:** To develop and deliver a fundraising strategy in support of the Multi Academy Trust’s strategic capital and programme priorities

**The successful candidate will be required to:**

* Develop and implement strategies (including a marketing strategy) which will realise the full fundraising potential of the Trust and maximise sustainable income.
* Develop and implement robust systems and processes including financial management and business planning, supporter stewardship and relationships.
* Be an active member and serve as a role model of leadership behaviour, and support the School Business Manager and Director of Finance & Business Development in delivering a broad fundraising agenda.
* Work closely with the School Business Manager and Director of Finance & Business Development to ensure that they are fully and professionally supported in all of their fundraising activities.
* Ensure the income generating delivery of:
* Fundraising from trusts and foundations, statutory and lottery work
* Sponsorships and corporate grants as appropriate
* Exploring other creative opportunities such as local business, donation cultivation, and other appeals and outreach activities

**Main Responsibilities**

* Develop and deliver a dynamic and engaging communication’s programme that maximises the income potential of the Trust’s through sources include the website, local press, social media, and print communications
* Create and maintain a secure database of all potential donors and stakeholders, including supporter and financial information
* Plan and schedule a portfolio of fundraising activities over a 3-4 year time horizon
* Establish Performance Indicators and systems for monitoring and evaluating  
  the ROI and effectiveness of all fundraising activities
* Control and manage a fundraising expenditure budget including staff costs
* Budget and forecast in-year financial income and expenditure and provide  
  termly reports on fundraising activities for Governors
* Be accountable for fundraising income and expenditure, identifying and  
  mitigating risks to achievement of goals and targets
* Maintain and develop the Trust’s reputation amongst prospective parents  
  and the greater community

To undertake other additional reasonable tasks as may be required by the school at  
the discretion of the School Business Manager and Directors of Finance & Business Development.

**The internal organisation, management and control of the school**

To contribute to:

* maintaining and developing the ethos, values and overall purposes of the Trust
* implementing the Trust’s policies on equal opportunity issues for all staff and pupils, safeguarding and Health and Safety
* the efficient organisation, management and supervision of school routines
* the Trust’s Performance Management policy, participating in continuing professional development as required

**Relationships**

* To contribute to positive relationships across the school community
* To build positive links with the Trustee’s, Local Advisory Board as required
* To help in maintaining and developing effective communications and links with parents and to provide positive responses to concerns and problems regarding their children’s educations and wellbeing
* To assist liaison with other educational establishments in order to promote the continuity of learning, progression and subject developments
* To develop and maintain positive links and relationships with the community, local organisations and employers.

Please note that there is flexibility in the approach to achieving our shared vision for this school and that the above specification is not definitive or exhaustive.

**Candidates should have a proven record of:**

* success (ideally) in fundraising with the secondary education sector

**The successful candidate should have:**

* a passion for providing opportunities for all students to reach their potential within a genuine community environment
* an inclusive approach to fundraising, working with key staff stakeholders as required
* a commitment to developing both of the school’s specialisms, recognising that Heartlands is situated within a community with strong links to the Arts

**Applicable Contract Terms and Duties**

This job description is to be performed in accordance with the provisions of the Trust’s Pay Policy. The post is otherwise subject to the Conditions of the National Joint Council and to locally agreed conditions of employment to the extent that they are incorporated in the post holder’s individual contract of employment. Copies of the relevant documents are available for inspection at the school.

**The Directors seek to appoint strong, dynamic and talented staff who will work hard to take the school forward. As such, a commitment to high standards of achievement and responsible behaviour is paramount.**