

## Partnerships & Fundraising Manager

<b>Location</b>	Dawes Road Hub, Fulham, SW6 7EN, mostly office based
<b>Salary</b>	circa £34,000-£40,000 subject to experience
<b>Contract</b>	Full time or Part time (minimum 3 days per week), Permanent Job shares/proposals of other ways of working considered
<b>Reporting to</b>	Executive Director
<b>Responsible for</b>	None immediately but as the organisation grows there is the potential for line management responsibility in the future
<b>Benefits</b>	28 days annual leave plus bank holidays Up to 8% employer contribution to pension
<b>Application process</b>	To apply, please send a CV and short covering email (up to no more than the equivalent of one page of A4) telling us what excites you most about working for H&F Giving, addressed to the Executive Director Louise Wilson, to <a href="mailto:team@hfgiving.org.uk">team@hfgiving.org.uk</a> .

We welcome applications from people of all backgrounds who represent our borough – people of all ages, sexual orientations, genders, nationalities, religions and beliefs. If you are excited by the role but aren't sure if you have the right experience then we'd still love to hear from you and please feel free to contact our Executive Director, Louise Wilson at [team@hfgiving.org.uk](mailto:team@hfgiving.org.uk) for an informal chat.

Applications should be received no later than 12pm on Friday 8<sup>th</sup> December, shortlisting and interviewing will take place on an ongoing basis.

Initial Call with Executive Director – Ongoing to early December  
Panel interview – Ongoing to early December  
An additional interview and presentation may be required as a final stage.  
Ideal start date: ASAP (expected to be January 2024 onwards)  
These dates may be subject to change and applicants will be advised in advance should this happen. Please advise your availability to interview in your application.  
H&F Giving requests no unsolicited contact from agencies or media sales.

## The organisation

[H&F Giving](#) is a charitable foundation set up to support areas of need in the London Borough of Hammersmith & Fulham (LBHF). We aim to connect the borough, so that every person and every generation can give what they can, or get what they need, to thrive in Hammersmith & Fulham.

Founded in 2018 by local trusts [Hammersmith United Charities](#) and [Dr Edwards and Bishop King's Fulham Charity](#), we are part of the wider [London's Giving](#) place-based giving movement, which is designed to mobilise communities to give and support areas in need in their localities. Since we started, we have grown into a charity with an annual turnover of close to £0.5m; and become the go-to organisation in the London Borough of Hammersmith & Fulham, for funders and donors to understand and meet the needs of local people. Since 2018 we have distributed over £750,000 to local community groups within the borough. We have also been the conduit to providing essential kit such as computers and refurbished bikes to people that need it in the community.

Our growth has been fuelled by mobilising hundreds of (corporate, foundation and individual) donors to give more than £200,000 to help local people in need. It also would not be possible without the generous support of key stakeholders including our founding partners, the City Bridge Trust, and the local authority.

As part of our core activities, we run a range of targeted appeals and campaigns in the borough to help unlock support. For example, our appeal to support Ukrainians who fled the war to Hammersmith & Fulham and raising funds for a Christmas Day lunch for older and vulnerable people who would otherwise spend the day alone. We have also distributed more than £450,000 of Council restricted grants for heating, food and bills and other assistance, which has helped thousands of people in need throughout the cost-of-living crisis.

## The opportunity

H&F Giving is now poised for accelerated growth and we have ambitious plans to significantly grow our work across the borough in the coming years. We are looking for an entrepreneurial and focused Fundraising & Partnerships Manager to lead on the development and delivery of H&F Giving's fundraising strategy through this next, pivotal period of development.

Key activities in the short term will include working with our Executive Director to develop and deliver our fundraising strategy to steward existing corporate and major donors, identify new supporters, and to create new opportunities to generate income – as well as working to build awareness of H&F Giving amongst a wide range of stakeholders primarily within in Hammersmith & Fulham, engaging them to give and/or support H&F Giving in other ways.

## About you

This is a terrific opportunity to take a lead fundraising and partnerships role in a young organisation that is growing to its next stage of maturity and have a material impact in the community. We are seeking an individual who is passionate about community that is - or has the potential to be - an excellent fundraiser and relationship builder.

It is important to be in touch with what is happening in the borough and have a high profile amongst stakeholders as we as be present with the growing H&F Giving team, so the role is primarily office-based and includes regular face-to-face meetings. Some evening and weekend work may be involved, particularly for events. However, the working environment remains flexible with opportunities for some hybrid home/office working in line with organisational and team needs.

The role is seconded from Hammersmith United Charities as part of our founding partner's support for H&F Giving. For details see our website: [Home - H&F Giving \(hfgiving.org.uk\)](https://hfgiving.org.uk). Contact [team@hfgiving.org.uk](mailto:team@hfgiving.org.uk) for more information.

## Key responsibilities

- To be the lead fundraiser at H&F Giving to attract sponsorship, commercial and external funding support
- To be responsible for the management of relationships with corporate, public and charitable funders
- To work towards an internal target of attracting in £1m annual income by 2027

## Principal Duties

- Work alongside the Executive Director to build a coalition of funders, residents, businesses and voluntary organisations to tackle local issues and raise funds
- Support the development and implementation of the fundraising strategy in line with changing landscape with a core focus on trusts and foundations, corporate partnerships, charity of the year partnerships, company giving and general appeals
- Develop ideas for creative sponsorship and funding opportunities in line with our strategic ambitions, putting together proposals; identifying suitable partners; presenting proposals and closing deals
- Work with key stakeholders using research to scope and develop exciting new project proposals
- Support the management of existing donor relationships through working closely with the relevant internal/external teams, including to support volunteering and other in-kind projects for staff and the community
- Ensure all funders/partners are appropriately thanked and grant terms and conditions acknowledged, recorded and completed in a timely fashion
- Ensure H&F Giving communicates effectively with its key supporters through digital media, events and other channels as appropriate

- Work with the Development Committee to raise funds
- Maintain an effective database of contacts and stakeholders
- Represent the organisation externally as required
- Undertake other duties and any reasonable request to fulfil the requirements of the post

*This job description is issued as a guideline to assist you in your duties, it is not exclusive or exhaustive, and it may be regularly reviewed to ensure it is an accurate representation of the post. You may, on occasion, be required to undertake additional or other duties as may reasonably be expected within the scope and grading of the post and according to the needs of the charity.*

## Experience & Qualities

The ideal candidate will be able to demonstrate the following:

	Essential	Desirable
<b>Skills and experience</b>		
Demonstrable transferable experience to work in a lead fundraising role responsible for (ideally) five to six figure sums. Ideally, the candidate will have direct experience or experience translating to: <ul style="list-style-type: none"> <li>• Build relationships with key stakeholders</li> <li>• Cultivate, secure and steward corporate and major donors</li> <li>• Work with Development Boards</li> <li>• Run successful fundraising and appreciation events</li> <li>• Support trust, community and regular giving fundraising</li> </ul>	x	
Excellent relationship management skills and a track record of effective collaboration	x	
Excellent written and spoken communication skills able to communicate effectively across a range of media, able to represent the Charity at events and meetings, and comfortable with pitching and knowledge sharing	x	
Hands on experience of fundraising databases (ideally Salesforce), social media and Microsoft Office packages.		x

	Essential	Desirable
<b>Personal Qualities or Attributes</b>		
You have significant experience of or live in the Hammersmith & Fulham area		x
Passion for the local area and change in Hammersmith & Fulham	x	
You're a high-quality communicator and storyteller – helping to build relationships with diverse range of donors and stakeholders through words and messaging	x	
Entrepreneurial, innovative, personable, collaborative and good at working both in a team and under your own initiative	x	
Flexible and dynamic, with an ability to adapt and respond quickly to a fast-changing environment and varied projects	x	

Ambitious, energising, a self-starter able to be flexible and comfortable with working in a small start-up environment	x	
Ability to quickly build trust and credibility both internally and externally	x	
Champion of using data to help confirm and prioritise workload	x	
Able to obtain a clear DBS certification (provided)	x	

We aim to recruit the person who is most suited and welcome applications from people of all backgrounds who represent our borough – people of all ages, sexual orientations, genders, nationalities, religions and beliefs.

By submitting your application, you are consenting to the processing and storage of your personal data in order that you can progress through our recruitment and management process. We will never sell your data however we are obliged by law to inform you that should we be required to we may share your data with external agencies. This may include but is not limited to CareCheck (a service for managing and processing Disclosure & Barring Service clearance applications), Hammersmith United Charities (one of our founding partners who provide support services to H&F Giving) and our HR Advisors. We will also contact those individuals you name as your referees to confirm your suitability for the role you are applying for. Your data will only be used for your role and to comply with our statutory and legal obligations. If your application is unsuccessful, we will retain your information for 6 months; after this date it will be safely destroyed. If your application is successful, we will retain your information for the duration of your commitment and up to 6 years after you cease employment.

*November 2023*