



# Job Description

## General information

Job Title	Assistant Director of Fundraising
Location	Remote working
Reporting To	Director
Department	Fundraising
Website	<a href="https://nationalemergenciestrust.org.uk">https://nationalemergenciestrust.org.uk</a>
Employment Status	One day per week
Salary	£60,000 per annum (£12,000 pro-rata)

## Background

Launched in November 2019, the National Emergencies Trust (NET) was set up to raise funds from the general public in the event of a domestic disaster or emergency. When a disaster hits, the Trust collaborates with charities and other bodies to raise and distribute money and support victims. The funds collected are distributed by local partners on the ground in the areas affected by the emergency event.

NET launched the Coronavirus Appeal on 18th March 2020 in response to the COVID-19 pandemic. Supported by donations from corporates, charitable trusts and the public, the Appeal is allocating funds to community foundations across the UK to assist voluntary organisations doing vital work on the community frontline; from food banks and delivery services, to suicide prevention lines and mental health support.

We are seeking an Assistant Director of Fundraising who will lead on fundraising preparedness during peaceful times, activation of fundraising channels and capacity during an emergency. As a member of the NET management team the individual will work with the Director and Trustees to ensure that NET is ready to support the nation during times of need.

## **Key Purpose of Role**

As a member of the NET Management team, to advise on raising funds for NET. The person doing this role will be developing and co-ordinating NET's approach to fundraising by devising the strategy and income-generating activities to reach the charity's income target.

Developing and establishing clear strategies, processes and relationships to maintain a large network between emergencies and raise funds during an activation.

## **Key Responsibilities**

1. Devise a fundraising strategy in collaboration with the Director and other senior members of the NET.
2. Agree a departmental budget with the Director and work to achieve or exceed a fundraising target.
3. Co-ordinate and manage fundraising, comprising of communities, trusts and foundations, corporates and major donors across the organisation.
4. Build relationships with charitable trusts, foundations, and other institutional funders.
5. Write or approve funding applications to charitable trusts and foundations.
6. Build relationships with high profile and high net-worth individuals as potential donors to the organisation.
7. Line manage and motivate a team of volunteers & secondees who engage in fundraising activities.
8. Attend networking events and meetings with potential donors and use NET trustees and collaborators to broker relationships.
9. Prepare reports and give presentations on fundraising progress to the Director and Board of Trustees.
10. Act as a member of NET management team.
11. Tasks may vary as the role progresses but will be by negotiation.

# Person Specification

## **Qualifications:**

- Candidates will not be excluded on the basis of formal qualifications.

## **Experience and Expertise:**

### Essential:

- A track record of substantial successful fundraising within the charity / voluntary sector.
- Experience of working with Trustee Boards and charitable governance structures.
- Experience of working with management and project teams.
- Strong decision-making skills.
- Ability to analyse complex information and use this to inform decision making.
- Experience in and ability to apply equality, diversity and inclusion best practice.
- Ability to manage complex relationships with external partners.
- Ability to work under pressure.

### Desirable:

- Good networking skills with the ability to represent the NET with high profile and high net worth individuals.
- Strong negotiating and communication skills.
- Understanding of the needs and requirements of donors.
- Understanding the context of managing activity across all four UK Nations.

## **Skills & Approach:**

- Strong digital skills with the ability to support staff and donors to use mobile and online giving.
- Excellent innovation skills to keep NET up to date with emerging approaches in fundraising.
- Strong organisational skills with the ability to deliver clear fundraising plans.
- The acumen and resilience needed to operate in a fast-moving emergency.
- Sound project management and budget management skills.

**Travel:** AdHoc travel required within the UK

### **Additional Information**

Staff work 40 hours per week (pro-rata) with opportunities for flexible working with extended hours and weekend working during an emergency or attendance at events. From time to time, the job will require some UK travel.

Benefits include a 4-6% employer pension contribution and 33 days' annual leave including bank holidays.

### **Terms and conditions**

NET is an equal opportunities employer and is committed to diversity. We are committed to the fair and equal treatment of potential and existing employees irrespective of race, colour, nationality, ethnic or national origin, religion, age, disability, gender, sexual orientation, marital status or any other potentially unlawfully discriminating factor. We aim to recruit the person most suited to the job and welcome applications from candidates from all backgrounds.

The closing date for this vacancy will be **Monday 28th September**.