

Job Description: Head of Fundraising

Reports to: Director of Ark Ventures

Location: Currently operating hybrid working in our West London Office

Contract: Permanent

Pattern: Full Time (standard hours 9am – 5.30pm)

Salary: circa £75,000

About the role:

The Head of Fundraising leads a team of three responsible for raising money from HNWI, trusts and corporates and building a base of corporate volunteers and other supporters to help deliver activity across Ark schools and ventures. The Head of Fundraising will work closely with the Director of Ark Ventures and the Ark Management Team to maximise the fundraising potential of the organisation.

The Head of Fundraising will develop and deliver the long-term fundraising strategy, focused on growth and diversification of income as well as stewarding and developing existing strong relationships.

With responsibility for the strategic delivery of fundraising, you will develop and implement fundraising initiatives, working creatively to build new relationships and establish new income sources. Managing a small team, you will remain hands-on in identifying new opportunities with high value funders and partners, designing and delivering an engaging programme of cultivation and stewardship activity – including events and other supporter communications.

Working in collaboration with other parts of the organisation and the wider external relations team you will identify fundable opportunities and share the impact of Ark's work with supporters.

Role Objectives:

- Raise £15m pa with an aim to grow that to £20m over of the next five years. Historically c.50 percent of Ark's funding has come from trustees which is included in these targets
- Support and oversee the effective management of all fundraised income across the organisation ensuring adherence to all statutory guidelines and effective reporting and stewardship of all donors and supporters
- Build links across the organisation and network to ensure early identification of fundable projects
- Build outstanding relationships with current and potential donors to enable speedy responses to changing organisational funding needs

Responsibilities and Duties:

- Set fundraising targets in line with organisational operating plans and strategies and respond quickly when changing priorities emerge
- Tightly manage the prospects pipeline to ensure targets are met
- Represent Ark externally at high-level meetings and events, telling the Ark story and making effective donor asks
- Develop and hold high-level donor / prospect relationships, especially those with trusts, foundations and corporates
- Design and deliver a compelling series of cultivation and stewardship events and activities to increase donor / prospect engagement with Ark and showcase the impact of our work

- Build relationships with teams across the organisation to gather information and identify funding needs as well as creating persuasive cases for support and budgets to ensure the team has the tools required to successfully pitch funding needs
- Manage the delivery of all large funding bids, involving all relevant stakeholders and writing the applications
- Oversee and support team to deliver school-level fundraising support both directly and by developing capacity and capability across the organisation
- Deliver a school-level fundraising strategy, raising funds directly where required as well as supporting schools to develop capacity and capability
- Work closely with finance and the senior leadership team to ensure effective reporting to donors and statutory organisations
- Manage a small team (currently three people) and ensure they are supported to succeed and grow

Person Specification: Head of Fundraising

Knowledge & Skills

- Experience of leading high value fundraising (ideally trusts and foundations/corporates as well as HNWI)
- Evidence of having led substantial, successful fundraising campaigns
- Strong existing network and good knowledge of potential funders
- Excellent written and verbal communication skills, adept at writing compelling proposals, adapting content or style to fit the audience and their personal interests
- An instinct for what a fundraising audience needs and experience of translating internal information for an external audience
- Able to work across multiple teams and process information quickly
- Ability to manage conflicting priorities and deadlines in a busy organisation, while not losing sight of wider, long-term aims
- Experience of leading a team and people management

Personal Qualities

- Self-motivated with ability to manage own workload and work with minimal supervision
- Excellent communication and presentation skills with the ability to present our message flair and passion
- Excellent relationship-building skills with the ability to develop and maintain a strong network both internally and externally
- Ability to prioritise and manage conflicting demands
- Demonstrates resilience, motivation and commitment to driving up standards of work
- Takes personal responsibility and accountability and able to make well informed balanced decisions taking account of risk
- Demonstrates a proactive approach taking responsibility for areas of work and finding solutions

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).

We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).