

# TalentEd

Expert teachers for **bright students**

## Head of Fundraising

We are looking for an experienced and energetic Fundraiser to lead TalentEd's fundraising efforts.

TalentEd is an education charity which partners experienced teachers with small groups of highly able and disadvantaged young people to improve their academic attainment and future options.

TalentEd's expert tutors have worked with over 1300 pupils across England since 2012. Over the last year we have secured significant grants and investment, and we have clear, ambitious plans to grow. This role will be critical to TalentEd's success.

Please see more information about TalentEd at [www.talent-ed.uk](http://www.talent-ed.uk)

### Key Responsibilities

This new role will take the lead on fundraising at TalentEd, reporting directly to the CEO. You will manage a small portfolio of existing supporters, win new funding, and manage relationships with those funders as our portfolio increases in size and range.

The successful candidate will join a dynamic team. Therefore, aspects of the job specification may evolve over time. While not exhaustive, the following list of responsibilities gives an overview of the key aspects of the role:

- Work with the CEO and Fundraising Trustee to refresh and deliver our fundraising strategy.
- Refine the existing fundraising systems and processes to ensure a fit for purpose fundraising operation
- Manage and enhance relationships with current trust, foundation and corporate supporters with the aim of securing larger and longer-term support
- Build a strong pipeline of potential new supporters, and expand TalentEd's network and relationships with prospects
- Submit high-quality proposals for funds, and secure significant new funding.
- Produce cases for support, development plans and other fundraising documents.
- Prepare reports for all supporters.
- Manage and develop stewardship systems for all supporters, including recognition, employee engagement, publicity and events.

This is an exciting time to join a developing team, and to shape fundraising at TalentEd. The role will play a key part in meeting the organisation's ambitious growth targets. The priority will be to build support for the expansion of our core programme. As a charity, our programmes are self-financing through income from schools and the voluntary sector. However, with school budgets continuing to be reduced voluntary funding we enable us to accelerate the establishment of programmes across the UK. You will be based in our London Head office.

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## Person Specification

A proactive self-starter, dynamic and ambitious, with a strong track record of successful fundraising. You will be comfortable working in a small and dynamic team, at times working independently and at others in close collaboration with colleagues. You will be excited at the prospect of shaping the fundraising strategy, and committed to building a fit for purpose fundraising function.

It is important that candidates share TalentEd's desire to give every young person the support, skills and aspirations to realise their potential.

## Essential Skills and Experience

- Strong knowledge and experience of sales or fundraising, ideally from trusts and foundations and corporates, covering both new business development and account management.
- Experience researching and identifying supporters likely to support an initiative.
- Experience producing high quality funding applications and grant monitoring reports
- Evidence of securing large grants (£20,000+) or other forms of funding.
- Experience of managing, delivering, and growing supporter relationships.
- A highly developed persuasive writing style with experience of successfully writing professional bid and grant report documents.
- Strong communication, presentation and project management skills, with exceptional attention to detail.
- Excellent relationship management skills across a diverse mix of people and organisations.
- Strong organisational skills and ability to assess, prioritise and manage a varied workload.
- Commitment to TalentEd's mission; and a strong belief in your capacity to make a positive impact towards it.

## Desirable Skills and Experience

- Experience of creating a fundraising strategy, particularly within the education sector.
- Experience fundraising from corporates, high net-worth individuals, and/or events.
- Experience of using CRMs to record and track partnerships.
- Experience of monitoring and evaluating funded programmes.
- A network of contacts in relevant sectors.

## Terms and Conditions

- Working hours: Full-time (37.5 hours per week)
- Pay: £35,000-£40,000 (dependant on experience)
- Holidays: 25 days per year, plus eight public holidays
- Flexible working: We will consider requests for flexible hours, an element of working from home and compressed hours
- Contract length: 12 months initially, with the expectation of becoming permanent thereafter

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- Closing date: 15<sup>th</sup> September
- Job Title: Head of Fundraising
- Reports to: CEO
- Location: TalentEd Central Office (Shoreditch) with travel as required in the UK

To apply, please send a CV and covering letter of up to two pages, addressed to Matthew Roberts, Interim CEO ([matthew.roberts@talent-ed.uk](mailto:matthew.roberts@talent-ed.uk)).