

Development Officer

Deadline: 5pm on Thursday 31st May

Our Mission

Our mission is to create opportunity for all, supporting positive change in our local communities that need it most.

Background

Leeds Community Foundation supports the most disadvantaged groups and communities of Leeds towards our aim of creating a place of opportunity for all. We bring together local philanthropists and other funders with dynamic local organisations and community groups who need funding and other resources.

As a leading grant-maker, we have already distributed over £33m in grants, giving out over £5.5m last year alone, but with 1 in 4 children living in poverty and 16,000 older people saying they feel 'intensely lonely' in Leeds alone, there is much more to be done. We are proud that our grants have already enabled thousands of charities and community groups to improve the lives of many thousands of people in many ways, some life changing, some in terms of every day support.

We are now at a critical point in the organisation's development and are seeking to grow, both in terms of our philanthropic income and the impact we have on the most disadvantaged groups in our community. This post will offer you an excellent opportunity to make your mark at the start of a new phase in the life of Leeds Community Foundation and also the development of our work in Bradford.

Community Foundations are unique in that they are not cause-specific but they do operate within a particular geography. In our case, our focus is primarily Leeds and Bradford. We provide opportunities for donors – be they individuals, families, companies or organisations – to give back to their local community by investing in grassroots projects. We are also responsible for the neighbouring District of Bradford and are currently engaged in a pilot programme to see how best to raise investment and distribute grants in this area.

Leeds Community Foundation is a member of UKCF (www.ukcommunityfoundations.org.uk), a national network of 46 independent local community foundations which, collectively, are the 5th largest national funder in the UK. We are also part of a growing international movement which started in America and now has over 1,500 independent Community Foundations across the globe.

Development Officer Role

Job Title	Development Officer
Reports to:	Head of Development
Line Reports:	None
Salary:	£22,000 - £24,000 p.a. dependent on experience Contributory pension starting at 3% on completion of probation period
Hours of work:	35 hours, Monday to Friday between the hours of 9 am to 5 pm. There will be some need to work outside normal office hours. Time off in lieu will be given where excessive out of hours working is required.
Contract term:	The post is subject to a three-month probationary period and is offered on a permanent contract. The notice period for the role is one month. Annual leave of 24 days plus statutory holidays. LCF closes over the Christmas period giving an additional 2-3 days holiday.
Place of Work:	Leeds city centre office. This job requires regular travel across the districts of Leeds and Bradford. We encourage use of public transport where possible, but a mileage allowance is offered for business vehicle and bike mileage.
Equal Opportunities	We aim to be an Equal Opportunities Employer. We aim to be an Equal Opportunities Employer. We welcome all applications, regardless of age, disability, gender identity/reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation. All applications will be considered solely on merit.

Job Description

To generate income through private and corporate relationships in Leeds and Bradford, to include: recruiting to 100 Club/other giving programmes; sponsorship; supporting the generation and account management of corporate funds; nurturing and extending the Foundation's network of decision makers and influencers; and acting as an advocate for the Foundation.

100 Club

1. To drive recruitment to the 100 Club in Leeds and Bradford reaching new members and a diverse audience in keeping with the targets set out in the business plan. This will involve liaising with existing 100 Club members, 1-1 meetings with potential donors, developing a strong network of decision makers/influencers, and using events and marketing to reach new supporters.
2. To work with other in the Development Team to support the administration of the 100 Club, event planning, retention and recruitment of donors, and contribute to the design of donor stewardship.
3. Work closely with the Development Team to ensure an ongoing programme of publicity and promotion for 100 club activity in both Leeds and Bradford including recognition for new members.
4. To attend internal and external events, representing the Foundation and its values.

Sponsorship

5. To identify and maximise sponsorship opportunities across all the Foundation's activities in keeping with the targets set out in the business plan.
6. Design and deliver activation of sponsorship and its evaluation.

Immediate Impact Funds

7. To identify opportunities to generate new grant making programmes through corporate donations to personal funds or The Leeds Fund
8. To support the account management of corporate donors and maximise giving opportunities.

Other

9. To keep accurate and succinct records on our in house database (Salesforce – Digits).
10. Support the Head of Development with administration, diary management, proposals, reporting and maintaining databases.
11. Actively support the values of the Foundation and be an active advocate of our work.
12. Develop the Foundation's network and relationships with donors, influencers, decision makers and stakeholders across Leeds and Bradford.
13. Undertake ongoing research into the corporate and civic life of Leeds and Bradford to stay abreast of changes and opportunities within the business landscape.
14. Undertake any other activities commensurate with the grading of the post, which may reasonably be required from time to time.

Person Specification

1. Demonstrable experience of business development in a fundraising organisation.
2. Excellent organisational skills.
3. Excellent communication skills (written and oral).
4. Confidence in relating to, and influencing people, at all levels and across all sectors.
5. Highly motivated, with enthusiasm and determination.
6. Good sales and negotiation skills within a fundraising/development environment.
7. Good time management and ability to balance competing priorities, work strategically with colleagues, and meet deadlines under pressure.
8. Good computer and administration skills with experience of Word, Excel and databases.
9. Ability to use own initiative but work well as part of a small team.
10. Strong commitment to the values of the Foundation, including equal opportunities.

How to apply

The closing date for applications is 5pm on Thursday 31 May 2018. Interviews will be held on Monday 4 May and Tuesday 5 June, with a view to the successful candidate taking up their post as soon as possible.

To submit an application for this job, please send a completed Equality & Diversity monitoring form, your C.V. and a cover letter (no more than 3 sides of A4) stating why you think you would be ideal for the position, based on the Job Description and Person Specification. Please send this to: simone@leedscf.org.uk.