

Leeds Community Foundation – #GiveBradford Campaign Manager

Thank you for your interest in the role of #GiveBradford Campaign Manager at Leeds Community Foundation.

About Leeds Community Foundation

LCF was established in early 2005 and, since then, has given out over £33 million in grants to over 3,000 local community groups and charities across Leeds and Bradford. We are a registered charity and company limited by guarantee with a board of twelve trustees.

Part of a national network of 46 Community Foundations, managing a combined £500m endowment, we are experts in philanthropy, supporting individuals, businesses and national funders to strategically invest their charitable donations to make the greatest impact in local communities.

We are ranked in the top 5 Community Foundations in the UK in terms of the size of our grant-making and the size of our endowment. The Foundation has two key roles:

- To raise or channel funds from organisations, businesses and individuals to encourage them to make financial contributions to local charities and community groups operating in Leeds; and
- To distribute grants, specialising in supporting small to medium-sized organisations who are working in some of the most disadvantaged communities in Leeds and Bradford.

Last year we distributed £5.6m in grants through a range of programmes – see our website for more details <http://www.leedscf.org.uk/>. When investing in Leeds Community Foundation, donors know that our rigorous due diligence ensures their money reaches the people who need it most and has the biggest possible impact.

#GiveBradford Campaign

Since 2012, Leeds Community Foundation has invested over £3.8m in Bradford to support community projects and charities, which in turn have benefitted over 155,000 people. #GiveBradford is a campaign established by Leeds Community Foundation to raise the profile of this work and broaden its grant making impact across the district.

Last year in Bradford alone, Leeds Community Foundation awarded £593,000 in grants, but had to turn away many worthy applicants. Through #GiveBradford, we want to work with businesses, individuals, statutory partners and other grant-making organisations to build on the success that has already been achieved and enable local communities across the Bradford district to get the support they need to create positive change and improve the lives of local people.

This work is led by the Head of Business Development and a Steering Group of 9 volunteers from across the business sector in Bradford (chaired by LCF trustee Craig Burton) and supported by the full Leeds Community Foundation team and board.

Campaign Manager Role

We are looking for a committed individual to join our dynamic team to support the implementation and delivery of #GiveBradford Campaign. Providing efficient and proactive support to the Development and Grants teams, the role includes development and marketing activities, donor recruitment and stewardship, and grant-making activities to help lead on LCF's growing impact and profile across the Bradford district.

This is a great opportunity for a reliable and organised individual with an entrepreneurial flair and proven fundraising track record.



Application Details

The closing date for applications is 5pm on Friday 24 November 2017. Interviews will be held on Monday 04 December 2017, 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 covering note (no more than 2 sides of A4) stating why you think you would be ideal for the position, based on the Key Tasks and Essential Characteristics detailed below. Please send this to: simone@leedscf.org.uk.



Job Description

Job title:	#GiveBradford Campaign Manager
Reports to:	Head of Business Development
Line Reports:	None
Salary:	Up to £25,000 pro rata dependent on experience; contributory pension starting at 3% on completion of probation period.
Hours of Work:	28 hrs/wk, generally between 9am and 5pm. There will be some need to work outside normal office hours for events and functions. Time off in lieu will be given in line with the Foundation's policies.
Contract Term:	This is an initial fixed 6 month post, subject to a probationary period of 6 weeks, with a view to being extended past 6 months, funding permitting.
Place of work:	Leeds (city centre offices) with regular travel to Bradford district. A mileage allowance of 45p per mile is offered for business mileage.
Equal Opportunities:	We aim to be an Equal Opportunities Employer. We welcome all applications, regardless of age, disability, gender 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. Our offices have full disabled access.
Main Purpose:	To support income generation and grant-making activities associated with LCF's #GiveBradford campaign.



Key Tasks

Attract Corporate & Individual Donors

- To identify prospective donors and ambassadors for the #GiveBradford campaign, and transition them to become active supporters through Named Funds, membership of Bradford 100 Club and other donation opportunities.
- Oversee the stewardship programme for all donors, to include Gift Agreements, regular communications, events programme and engagement opportunities.
- Design and lead on an engaging events programme to attract and retain support and build profile for the Campaign.
- Build market intelligence and networks through participation in networking activities and stakeholder engagement.

Marketing and Communications

Work with the Head of Relationships and Head of Business Development to:

- Coordinate #GiveBradford PR/social media campaign in conjunction with LCF messaging.
- Engage press and media across Bradford district to promote the various elements of #GiveBradford.
- Support promotion of grants programmes through online/offline media and stakeholder relationships.
- To use grants monitoring information to evaluate the success of grant programmes and prepare donor evaluation reports, pitches and Campaign reviews papers (internal and external).

Effective Grant-making Support

- Support a targeted promotion to potential third sector applicants, including hard to reach communities, engaging relevant third sector and statutory partners.
- Undertake the assessment of applications and production of grants panel reports and recommendations.
- Service the grants panels through arranging and attending meetings, producing and circulating minutes.
- Ensure that panel recommendations and feedback are shared appropriately with applicants.
- Support opportunities for the Foundation to take a proactive role in relation to local community issues and participate in selected initiatives relevant to the #GiveBradford campaign.

Other

- Appropriately represent LCF and actively support its values to maintain its strong reputation.
- Contribute to the success of the Foundation and work constructively across the wider LCF team.
- Participate in training, learning and personal development.
- Monitor and control expenditure on development budgets and track progress against donor development targets
- Ensure fundraising best practice, following the Institute of Fundraising guidelines and GDPR regulation.
- Ensure the CRM database (Salesforce/DIGITS) and all records are kept up-to-date with relevant information.
- Provide progress against targets and management reports on a quarterly basis
- Undertake any other activities commensurate with the grading of the post, which may reasonably be required from time to time.



Person Specification

Knowledge, skills and experience required (to be demonstrated on application form and at interview)

	Essential	Desirable
Experience	<p>Minimum 3 years development management experience with a proven track record of income generation, particularly within the corporate giving market.</p> <p>Experience of creating appealing proposals to engage a wide variety of donor types.</p> <p>Adept at creating, maintaining and developing strong relationship with individuals at all levels.</p> <p>Experience of grant-making procedures and due diligence.</p>	<p>Knowledge and understanding of working with the voluntary sector.</p> <p>Knowledge of the Leeds and Bradford regional economy and civic objectives.</p> <p>Experience of using of social media to generate appealing fundraising campaigns.</p> <p>Personal network of business/civic leaders.</p>
Skills	<p>Professional, credible and confident communicator with strong listening, influencing and negotiation skills.</p> <p>Confident in dealing with senior professionals and business leaders.</p> <p>Excellent organisational skills and ability to maintain appropriate office systems.</p> <p>High level of competence in all Microsoft packages including Word, Excel and Outlook.</p> <p>Able to work independently, as well as part of a broader team, and ability to take initiative when appropriate.</p> <p>Prioritising workload and meeting deadlines.</p>	<p>Prior sales/negotiation skills in a B2B environment.</p> <p>Familiarity with Salesforce/DIGITS.</p>
Qualifications	A level education (or equivalent).	Degree educated.
Personal characteristics	<p>Conscientious, reliable and methodical.</p> <p>Good attention to detail.</p> <p>Confident and approachable.</p> <p>Flexible and willing to respond to changing demand and priorities.</p> <p>Commitment to Equal Opportunities.</p>	<p>Able to get on with people from a range of backgrounds, including volunteers, community groups, trustees and company representatives.</p>

