



JOB DESCRIPTION

HEAD OF FUNDRAISING

(this post is offered as a permanent contract with six months' probation)

Role level: Head

Reports to: Director of Capital Markets and Fundraising

Liases with: A4S team, representatives of funders

Location: UK or US based, hybrid or remote working

JOB SUMMARY:

A4S is a global charity established by HM King Charles III in 2004, when he was The Prince of Wales, "to help ensure that we are not battling to meet 21st century challenges with, at best, 20th century decision-making and reporting systems". We work at the most senior levels across the global business and finance community to inspire action to drive a fundamental shift towards resilient business models and a sustainable economy.

To date, A4S's fundraising activities have been led by members of the global executive team. We are excited to be creating a new role of Head of Fundraising to develop our fundraising strategy, secure additional philanthropic income from existing and new foundations and corporate supporters, and ensure that good relationships are maintained, including through oversight of grant reporting. The timing of the role aligns with the development of A4S's overarching strategy to 2030, representing an exciting opportunity to shape and grow not only fundraising activities, but also A4S's mission.

MAIN AREAS OF RESPONSIBILITY:

1. Strategy development and implementation

- Lead the development and delivery of a philanthropic income generation strategy and plan to meet or exceed targets. This is anticipated to focus primarily on charitable trusts and foundations globally, alongside financial and in-kind support from commercial organizations. Over time, the strategy may broaden out to include major donors and other sources of funding.
- Input to the development and implementation of the organization-wide strategy to 2030 and beyond, particularly as it relates to funding needs and opportunities, and the involvement of funders in strategy development conversations.
- Work with colleagues to understand, define and articulate the programmatic needs and opportunities, and translate these into funding proposals.
- Ensure A4S has a suite of appropriate materials that present cases for support, both for core funding and programmatic funding, which can be developed into compelling propositions for prospective funders.
- Work closely with the COO and finance team to develop annual plans and budgets related to fundraising activities, including both income targets and resource requirements.

2. Relationship management

- Establish, develop and maintain strong relationships with key individuals at current and pipeline funding organizations.
- Set up and lead the preparation for meetings with current and potential funders, and ensure timely follow up.
- Support relevant members of the team to increase their understanding of fundraising, the priority funding needs of A4S, and their comfort with making a fundraising ask.

3. Performance management and reporting

- Ensure a robust grant reporting process for current and new funders and that reporting requirements and deadlines are understood by relevant colleagues, resulting in high quality funder reports being delivered in a timely manner, and increasing chances of repeat funding.
- Prepare regular management and board reports to track progress against the fundraising strategy, plans and budgets, including pipeline and existing grants, presenting updates to the global executive team and board.
- Lead monthly fundraising meetings with relevant colleagues to support development, implementation and evaluation of the fundraising strategy and plans.
- Meet regularly with programme and finance teams as part of regular reporting and performance management activities.



- Ensure relevant systems, including CRM, are kept up to date and optimize use to support fundraising activities.

4. General

- Build good working relationships with A4S colleagues and partners.
- Carry out any other duties as needed to meet the A4S's aims and objectives.
- Comply with all health and safety rules and regulations ensuring own and others' health and safety at all times.

Hours of work: The core office hours are 9.00am to 5.30pm, Monday to Friday, and such other hours that are necessary for the proper fulfilment of duties or to meet unexpected or urgent demands. We are currently piloting a 'four-day week', working Monday to Thursday plus an average of one Friday in four.



EMPLOYEE SPECIFICATION

HEAD OF FUNDRAISING

- Strong track record successfully developing and implementing fundraising strategies for the not-for-profit sector, including successfully securing multi-year, seven figure, philanthropic support from trusts, foundations and corporate partners.
- Strong understanding of the international funding landscape as it relates to sustainability, with experience in the sustainable finance and sustainable business area highly desirable.
- Demonstrable experience developing and maintaining strong relationships among foundations and corporate supporters.
- Strong track record leading the development of funding proposals.
- Able to develop quickly a strong understanding of the major needs and opportunities in the area of finance and sustainability.
- Comfortable working at both the strategic and operational level.
- Excellent communication skills, both written and oral, and presentation skills.
- Self-motivated, goal oriented and a good team player.
- Proven ability to work independently with minimal supervision, including in virtual team environments.
- Excellent organizational skills, with ability to prioritize own workload and ensure others prioritize appropriately to meet deadlines .
- Flexible and able to respond effectively to change.
- High level of attention to detail.
- Discreet and able to maintain confidentiality at all times. Able to handle potentially sensitive situations with tact and diplomacy.
- Working knowledge of Salesforce or similar CRM systems.

