



JOB DESCRIPTION

THE PRINCE'S FOUNDATION HEAD OF DEVELOPMENT

Reporting To : Executive Director (Development)

Direct Report : Events and Fundraising Officer

Location: TBC/Flexible with regular travel to Dumfries House, Scotland

The Prince's Foundation

The Prince's Foundation provides holistic solutions to challenges facing the world today. We champion a sustainable approach to how we live our lives and build our communities, we run a diverse programme of education and training for all ages and backgrounds, and we regenerate and care for places where communities thrive and that visitors enjoy.

We work nationally and internationally but at the heart of our organisation is the heritage-led regeneration of the Dumfries House estate and its wider community, where our principles and philosophies are explored and put into practice.

The work of The Prince's Foundation is inspired by The Prince of Wales's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future.

Job Purpose

Working alongside the Executive Team of The Prince's Foundation, the post holder is responsible for securing a considerable element of the funding that is required to support the PF's ongoing activities. The post holder will also be responsible for working with the team to develop a long-term fundraising strategy for the organisation.

Key Responsibilities

The Head of Development is responsible for raising a significant portion of the funds necessary to support The Prince's Foundation core revenue budget against agreed targets based on the budgetary requirements. In 21/22 the income from major gifts/grants/sponsorships that this role would have direct/indirect responsibility for is in the region of £6m.

Working with the Chief Executive, Executive Director (Development) and the Senior Management Team, the postholder will develop and implement a fundraising strategy for PF, which will include (and major on) new and innovative fundraising initiatives.

The Postholder will principally focus on : High Net Worth Individuals for general revenue purposes; major capital projects; the School of Traditional Arts; USA; the Arts; and new emerging projects and activities such as 'Harmony', Sustainable Markets, Championing, Romania and Jamaica.

High Net Worth Individuals

- Maintaining ongoing and increasing support from current donors.
- Cultivating new £100k+ contributions for revenue and capital purposes.
- Liaising with colleagues on the interplay between HNWI's and 'Friends and Patrons' as well as Corporates and Trusts.
- Representing the PF to HNWI's both alone and in support of the CEO.
- Liaising with key personnel at Clarence House to ensure effective communications are in place and appropriate materials are available for fundraising approaches from Clarence House.

Events

- Working with colleagues in developing and running the annual programme of donor events to ensure potential for income generation is maximised.

Corporate Fundraising

- In a number of key instances (most likely where the relationship is worth £250k+ p.a. and where the project that is being fundraised-for falls within the role's specific portfolio) taking responsibility for corporate sector approaches and account management.

Ts&Fs

- In a number of key instances (most likely where the relationship is worth c.£100k+ p.a., where the relationship is managed in the manner of a HNWI and where the project that is being fundraised-for falls within the role's specific portfolio) taking responsibility for Ts&Fs approaches and relationship management.

Increasing Fundraising Streams

- Devising and implementing a strategy for raising funds from new and under-resourced sources such as USA and Romania and those prospects whose motivations might be inclined towards the Arts, the Traditional Arts, Academia and 'Harmony'.

General Fundraising

- Undertaking any other duties commensurate with the role, within the bounds of his/her own competence.

Person Specification

We are a small team dealing with a wide range of issues at any one time, so we value a flexible approach to work, ability to multi-task and a willingness to work cooperatively with people from a wide range of backgrounds. This is a senior role and is critical to the future success of The Prince's Foundation.

Skills and Experience

- Proven track record of successful fundraising including personally securing and servicing high level donations, successful grant applications and corporate sponsorships
- Experience of developing and successfully implementing a fundraising strategy to meet targets
- Track record of devising effective cultivation and solicitation strategies and working with and tracking a portfolio of existing and prospective donors
- Experience of financial planning and budgeting

- Up-to-date knowledge of the fundraising landscape
- Proven entrepreneurial ability with a track record of identifying and maximizing income generating opportunities
- Excellent verbal and written communications skills; a flexible, confident and imaginative approach to communicating ideas and information
- Strong networking and interpersonal skills and the ability to build relationships with internal and external stakeholders and funders, together with the ability to provide excellent donor care
- Ability to work both on own initiative and to work effectively as part of a team
- Confident, resilient, creative and solutions-focused

Additional Information

Hours of work: 37.5 hours, flexible around core office hours Monday to Friday

Location: TBC or 19-22 Charlotte Road, London, EC2A 3SG or elsewhere in central London.

Applications

Please send a CV and Covering Letter to chris.martin@princes-foundation.org.

Closing date : 14th May 2021.