



# Head of Fundraising & Comms

## Job Pack







## We are looking for a new member to join the Able Child Africa Team!

**We are a small,  
inclusive team that  
cares passionately  
about diversity and  
representation, but we  
acknowledge we  
should be doing better  
and want to do better.**



We actively encourage applicants from all backgrounds. We particularly encourage applications from people with disabilities or with direct experience of living or working with children with disabilities. All applicants with a disability who meet the minimum criteria will be offered an interview.

We also encourage applicants from African diaspora or heritage and people from Black, Asian and ethnic minority backgrounds, as these groups are currently under-represented in our team.





**Changing the lives of children  
with disabilities in Africa**



# About us

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We are a small and dynamic charity, entrepreneurial in style and collaborative in process. We are **values led**, passionate about our partner approach and driven by the communities with work with.

We are experts in what we do and are passionate about the approach we take. We are bold and agile and use the expertise we have built up over the last 38 years to make lasting change for children with disabilities in Africa.

We work hard for what we believe in but create an enjoyable, flexible and accessible working environment to ensure you enjoy what you do and have a good work-life balance, caring about your **mental health**.

We aim high in both our values and quality of our work. We strive to be the best at what we do and use our strengths as a small organisation to innovate and showcase ideas for change.

We want to be better. We are honest about what we get wrong and provide space to make things right.





# Our values

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**We are led by 5 core values that define how we work and how we're run.**

## Inclusion

We believe everyone should have the same opportunities in life regardless of disability, age, geography or gender.

## Collaboration

We listen to and collaborate with local partners and children with disabilities.

## Quality

We are good at what we do and are passionate about the approach we take.

## Courage

We are bold and agile, with the courage to innovate and take disciplined risks.

## Transparency

We are honest, we act with integrity and we are accountable.



# About the role

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**This is an exciting time to join Able Child Africa to lead our new team as we look to invest and grow our fundraising and communications capabilities.**

Leading a team of three to four fundraisers, this role will lead the strategic development of our fundraising and communications stream of work.

The role will have a particular focus on cultivating and owning our corporate and major donor giving portfolio, building new partnerships and devising new creative strategies for engagement.

You will help to develop and maintain our high-quality brand, raising awareness of the charity and supporting

with the development and delivery of any public facing campaigns to raise the profile of the organisation.

You will also have the opportunity to be involved in the running of a small organisation, reporting directly to the CEO and inputting into the Board.

You will work both independently and collaboratively with the CEO and SMT to deliver the fundraising strategy and help create a positive culture within the organisation.



# Working for us

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**We really like the people that work for us. They are our best asset and without them, we wouldn't be able to do what we do. We have worked really hard to create a flexible and rewarding working environment that gets the best out of each of them and enables them to deliver the quality of work that we strive for.**

However, we recognise the workplace can be a stressful environment. Our staff are passionate about what they do, they work hard and are invested in the beneficiaries we support. All of which can impact on the daily wellbeing of our staff. We believe that the mental health and wellbeing of anyone that works for us is of primary importance. We are therefore committed to promoting positive health among all our staff and volunteers, supporting those that need it and challenging stigmas against mental ill-health that exist in the workplace.

<b>Location:</b>	Office based in Central London, with some flexible working
<b>Hours:</b>	Offered full time, or at reduced hours between 22.5 and 37.5 hours per week
<b>Term:</b>	Permanent
<b>Reporting to:</b>	CEO
<b>Salary range:</b>	£45,458 to £50,189 FTE
<b>Annual leave:</b>	25 days per annum pro rata
<b>Pension:</b>	Matching contribution to organisation's pension up to 5%

If you think you are interested, then send your CV and a Cover Letter (**two sides of A4 max**) that covers the key competencies, explains your suitability for the role and why you want to work for us to [jobs@ablechildafrica.org.uk](mailto:jobs@ablechildafrica.org.uk) by **midnight on Sunday 28 August 2022**. Interviews planned to take place in early September, but we will also consider interviewing on a rolling basis if appropriate to do so.

# About you

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**We are looking for a driven, experienced individual, with the relevant skills to secure funds or build relationships. We are interested in someone looking to step up to a head of role, or someone already established at that level to join us and lead our new fundraising team.**

Leading a team of three to four fundraisers, you will have the ability to lead a high performing team across a number of fundraising areas.

You will also have an ability to build new relationships, recruiting new high net worth and corporate donors into the organisation. You will utilise your creativity to broaden awareness of the organisation, building on our existing income streams and diversifying our overall income portfolio.

This position is an excellent opportunity for someone looking to step up to a Head level, with the drive to build and own our income portfolio.

We will be looking for a candidate who can demonstrate their enthusiasm for the role and the work we do, and who can help develop and deliver an achievable fundraising strategy

**If you think this is you then we would love to hear from you.**





# Key Accountabilities

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**Support the delivery of Able Child Africa's mission and values by providing leadership and technical expertise to the fundraising and communications team.**

1. Form part of the Senior Management Team to lead the strategic vision and provide leadership to the organisation.
2. Lead Able Child Africa's fundraising and communications team, fostering a culture of learning, collaboration and excellence.
3. Engage and direct the Board to understand and fulfil its responsibilities in respect to fundraising, leading on the identification and mitigation of new opportunities as well as the key operational risks related to income generation.

**Build and lead an unrestricted fundraising strategy and be responsible for driving that strategy to secure unrestricted funds.**

4. Develop Able Child Africa's unrestricted fundraising strategy, exploring new income generation concepts and products.
5. Identify and build a prospective income pipeline from high-net-worth individuals, corporates, planned giving/legacy and events
6. Deliver the corporate and major donor strategy, developing strong cultivation and stewardship plans for prospects and donors.

**Build effective relationships with senior stakeholders, corporates and HNW individuals that build a supporter journey to ensure maximum income is achieved.**

7. Act as an external face for Able Child Africa in developing and managing key senior relationships, deputising for the Chief Executive as required.
8. Work with existing networks to identify opportunities to deepen engagement and increase funds.
9. Develop, foster and maintain effective relationships with new stakeholders across the public, private and third sector to raise the profile of Able Child Africa.

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**Manage the external communications from the organisation, ensuring a positive, progressive and consistent narrative for the organisation, in line with its core values.**

- 10. Alongside the CEO, develop and manage the Able Child Africa brand, maintaining a consistent and engaging message, tone and visual identity across all communications.
- 11. Lead on the development of a marketing and communications implementation plan to broaden awareness of Able Child Africa's mission and build its supporter base.
- 12. Ensure all target audiences are communicated with regularly, positively and consistently.

**Oversee Able Child Africa's key public and corporate fundraising events, maximizing our unrestricted income efforts and stakeholder engagement.**

- 13. Oversee and hold responsibility for the delivery of key Able Child Africa events, including the Gala Fundraiser, the London Marathon and our summer sporting events.
- 14. Line manage and support members of the fundraising and communications team to plan and deliver all fundraising events and maximise the income generated.
- 15. Manage the key relationships for fundraising activities throughout the life cycle of an event.



# Competencies

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**Please outline your suitability to the following competencies in your Cover Letter, along with your reasons for joining our team.**

## Experience

1. Significant and proven experience of working in a senior role, in either:
  - a. a charity position developing relationships and generating income with high net worth individuals;
  - b. a charity position winning new corporate business; or
  - c. an equivalent sales/business development experience in the private sector.
2. Experience developing and leading high performing teams, with ability to motivate and collaborate with others.
3. Demonstrated long term success in securing unrestricted funds from a diverse range of income streams, building long term relationships.
4. Experience creating and delivering on fundraising strategies in line with an organisational plan (or similar).

## Skills and Technical Competencies

5. Ability to secure asks from high net worth individuals and/or corporate business, with demonstrated strong influencing skills.
6. Demonstrated ability to recognise and create new business opportunities for a small but growing organisation.
7. Technical competence in data protection to act as the organisational lead.
8. Good knowledge of the issues affecting children with disabilities in Africa.

## Qualities

9. An understanding of championing an organisational culture based on inclusivity, wellbeing and empowerment.
10. Personable, with an ability to build relationships with a portfolio of individual and corporate partners.
11. Ability to think strategically and critically, with a good degree of self-reflection.
12. Ability to work under own initiative in a target led environment with a proven record of delivering against those targets.



Able Child Africa is an equal opportunities employer and will not discriminate against any candidate on the basis of any characteristic protected by the Equality Act 2010. We actively encourage applicants from all backgrounds. **We particularly encourage applications from people with disabilities** and people with direct experience of living or working with children with disabilities and all applicants with a disability who meet the minimum criteria will be offered an interview.

Please send your CV and a 2-page cover letter to [jobs@ablechildafrica.org.uk](mailto:jobs@ablechildafrica.org.uk) by **midnight 28 August 2022** to apply.





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