



Candidate Brief

Recruitment of an Executive Director

THE FUNDING NETWORK

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Job Description

POSITION:	Executive Director
REPORTS TO:	Board of Trustees
RESPONSIBLE FOR:	The leadership and management of The Funding Network
OFFICE BASE:	To be arranged, but central London

BACKGROUND

The Funding Network (TFN) was founded in 2002 by four philanthropists, led by Beacon Fellow Dr. Frederick Mulder. TFN is a grant-making charity that raises funds from participants at its events to support other social change organisations, both charities and social enterprises. TFN has developed a unique model of giving. It's low cost, successful and already being replicated in Canada and South Africa. .

Members and other interested people attend funding events (alternately day and evening events) and bid openly to give funds to charities after hearing short presentations. TFN's mission is to encourage social change and the charities are often newly or recently formed, or causes which have difficulty raising mainstream funding.

Those who attend talk about the privilege of actually meeting inspiring, dedicated people working for social change, about the warmth and friendliness of the atmosphere, about their amazement at what relatively small amounts of money can help achieve – and about their pleasure in helping to contribute that money.

TFN is currently funded through membership subscriptions and a 5% levy on donations, but has recently been given a number of grants from charitable trusts to enable it to expand.

TFN has grown steadily and it currently raises between £250,000 - £300,000 per annum. It has a lean cost base, as it is run by the trustees with the assistance of a Co-ordinator. It is highly regarded, and has been hosted by, and done joint events with, such organisations as Coutts, Goldman Sachs, UnLtd, and the Charities Aid Foundation (CAF).

TFN has now reached a stage in its development where the trustees wish to relinquish day to day control and appoint an executive director to take the organisation to the next stage of its development – by substantially raising the profile of TFN, increasing its membership and the sums raised, and by helping to expand the organisation nationally and internationally.

OVERALL OBJECTIVE:

To lead and be responsible for the successful development and operation of TFN within a strategic policy framework agreed by the Board, to ensure that it continues as a unique funding model encouraging and assisting social change.

MAIN RESPONSIBILITIES:

1. To develop TFN in pursuit of its mission and objects, ensuring that the highest standards of integrity, openness and professionalism are maintained.
2. To take the lead in bringing to the Board of Trustees such plans, strategies and policies as they may require.
3. To grow with financial sustainability, particularly by extending TFN's model of fundraising/grantmaking both nationally and internationally.

4. To establish strategies for effective fundraising and membership and commercial development, and review and update them regularly. (Having regard to the expansion plans listed below).
5. To promote individual philanthropy, especially at the small-to-medium level.
7. To take a hands-on role in organising and attending funding events and other activities in London and elsewhere in the UK, enabling funding to run in a congenial and relaxed fashion
6. To ensure that an effective policy for the promotion of TFN and the communication of its role and activities to a wide audience is in place.
8. To ensure that TFN has a high profile by developing good relations with the media, the public and TFN benefactors and other supporters through public speaking, interviews and attendance at relevant conferences, articles and other publications.
9. To develop strong working relationships with appropriate partners at local, national, and international levels.
10. To establish, implement, monitor and review appropriate management and operational policies, plans and procedures.
11. To lead, manage and motivate TFN staff and volunteers, assessing and reviewing performance and providing direction and support in pursuit of the organisation's mission and strategic objectives.
12. To hold overall responsibility for the financial management of TFN and exercise proper procedures working with the Board.
13. To maintain appropriate human resource support systems such that all TFN staff and volunteers work within a supportive environment and are encouraged to develop their skills and abilities within a framework which sets clear objectives and constantly assesses performance.
14. To ensure full statutory compliance for all aspects of TFN as a company and as a charity, staying fully informed of new requirements and keeping the Board of Trustees informed.
15. To undertake other duties which may be necessary to ensure TFN's operation and development and which are in keeping with the nature of the post.

EXPANSION PLANS

The Board is seeking to achieve, as a minimum:

1. Increased giving through TFN, both through increased attendance at existing events, and introducing new events, in London.
2. Increased giving at regional and international TFN groups by helping to create and sustain both new and existing groups
3. The development of a model of TFN for groups of givers who wish to give larger sums than those donated under the current funding model, with two events per annum.
4. Creation of a business plan to raise approximately £80,000 per annum infrastructure costs post 2011.

Person Specification

ESSENTIAL REQUIREMENTS

Experience, Knowledge and Understanding

- Demonstrable interest and enthusiasm for the purpose of the organisation
- Experience in strategic planning, implementation and evaluation of programmes of activity
- Preferably management experience including budgetary and staffing responsibilities
- Proven understanding and experience of collaborative working
- Personal commitment to social change

Skills and Abilities

- Entrepreneurial, hands on, creative
- Outstanding communication and presentation skills, both written and oral, and the ability to communicate effectively at all levels
- Excellent ambassadorial and networking skills
- Sound financial management skills
- Persuasive, diplomatic and a good negotiator
- Ability to work under pressure, set priorities and meet deadlines
- Ability to lead, motivate & develop
- IT literate
- Willingness and ability to travel within UK and abroad

Personal Qualities

- Inspirational and motivational team leader
- Excellent self-presentation
- Experienced networker
- Drive, energy and enthusiasm
- Highest standards of integrity
- Excellent interpersonal skills

Terms and Conditions

Salary: up to £50k pa.

Holiday: 25 days + public holidays

Location: London

Probation: There is a six month probationary period

Notice: 3 months notice on either side