Head of Fundraising

Reporting to: CEO
Reports: Fundraising Officer and Engagement Officer
Position: Full time

Role
To work closely with the CEO leading the charity’s fundraising function and stakeholder engagement activity across a diverse range of partners, including the corporate/business sectors, trusts and foundations, communities and their representative organisations, as well as academic institutions. The Head of Fundraising will play a critical role in developing the charity’s relationship with the corporate sector, helping to grow this level of support for Techniquest.

The role is also responsible for leading on the charity’s work with local communities and relevant organisations to understand their needs and thereby shape Techniquest’s activity and programmes to ensure relevance and criticality in people’s everyday lives.

Responsibilities
To support the CEO in cultivating and developing new relationships with appropriate partners in order to facilitate the development and implementation of a range of new funding opportunities for Techniquest.

To support the CEO in the cultivation and stewardship of key relationships with a range of stakeholders but with a specific focus on building relationships with new and existing corporate partners.

To lead the fundraising activity within Techniquest and manage the fundraising team, ensuring annual fundraising targets are met and engagement activity across the organisation is coordinated.

To lead on securing support from corporates - developing relationships, suitable proposals and pitching for support to secure income and to manage relationships with existing STEM supporters.

To find and cultivate major gift prospects and decision-makers, identifying strategic links between Techniquest and potential funders at a senior level and developing convincing and credible cases for support from these prospects.

To lead, implement and review Techniquest’s fundraising strategy and associated action plan.

To ensure that reports are shared with Techniquest’s portfolio of funders in a timely manner, ensuring donor acknowledgement and expectations are met with continued stewardship of relationships after projects are complete.

To support the CEO in responding to tender submissions and developing larger bids for capital grants in support of key projects.

To lead the proactive development of collaborative working with local communities and other stakeholders embedding co-creation and co-production across Techniquest’s programmes and experiences.

To lead on the charity’s engagement activity including the implementation, delivery and review of The Science Capital’s Stakeholder Engagement Strategy.

To ensure that Techniquest adopts best practice in relation to its fundraising function.

To monitor and evaluate the success of The Science Capital and to share best practice across the sector.

To act as a senior ambassador for Techniquest, presenting and engaging with a range of potential and existing funders and stakeholders.

To keep abreast of developments in the fundraising arena such as changes in best practice, standards and legislation field and to incorporate these into the most effective strategies for Techniquest.

To manage the Techniquest volunteer programme.

March 2020
To manage the budget and staffing resource of the charity’s fundraising operation.

To manage appropriate procurement processes in line with the charity’s procurement policy.

To play a key role as a member of the charity’s Senior Management and Crisis Teams.

To always work within the Techniquest Values and Behaviours Framework and embrace our values of Excellent, Inspirational, Inclusive, Collaborative, Empowering and Innovative.

**Supporting Duties**

To effectively monitor budgets and report issues to the Finance team in a timely manner.

To familiarise yourself with all health and safety guidelines provided and help ensure Health and Safety at Work Regulations are adhered to.

To ensure that all customer feedback, including complaints, are dealt with promptly and politely and that relevant procedures are followed.

To carry out other duties from time to time commensurate with the role.

**Person specification**

**Qualifications**
Educated to degree level or equivalent.
Institute of Fundraising membership: essential.
Full driving licence and access to a vehicle is essential

**Experience**
Proven experience in a fundraising environment with a track record in securing income from grant makers, including charitable trusts and corporates.
Proven experience in partnership development, working with a range of stakeholders across a variety of sectors.
Experience of leading a team.

**Skills and Abilities**
Ability to identify and communicate the strengths of an organisation in the best way to influence decision makers and stakeholders and solicit their support.
Excellent presentation and communication skills with the ability to produce well-structured proposals to tight deadlines.
Strong organisational skills and ability to work under your own initiative.
Knowledge of major donor and corporate fundraising essential.
A strong portfolio of high-level contacts in major Welsh and UK organisations representing potential supporters and partners for Techniquest would be desirable.
Hard working, and able to promote Techniquest’s mission to others.
Excellent team player, ability to work closely with Trustees, CEO, senior staff and colleagues as required.
Strong interpersonal and relationship building skills.
Customer-focused, with a flexible and positive approach.
Budget and finance management skills.
Excellent IT skills.
Team player committed to collaborative and cross-functional working.
The ability to speak Welsh would be advantage but is not essential.

**Personal attributes**
Inspirational
Innovative
Creative
Solution-focused
Loyal