**Young Y&C – Fundraising and Development Manager**

Full time (part/time negotiable), £35k per annum, based in Kensington & Chelsea, initial 12-month contract

This is an exciting opportunity for an experienced professional to join the recently formed Young K&C as a Development Manager. A varied role, you will be helping create an innovative new organisation and make a real difference to young people’s lives.

Young K&C is a brand-new charity established to support children and young people in Kensington & Chelsea. Young K&C is an innovative cross-sector partnership, working with youth clubs, charities, schools, businesses and Royal Borough of Kensington & Chelsea.

Together we will shape opportunities and create the best services for children and young people in Kensington & Chelsea through supporting and sustaining the children and young people’s sector.

A membership organisation, the Development Manager will help build and manage the membership base and create strong consortia. You will have tenacity and drive, leading funding applications and working with corporates and individuals to leverage investment.

Young K&C will also be offering small grants to its member charities. Your role will be to help us develop our grant giving and manage our grant making processes.

We are seeking a passionate and highly skilled individual into an exciting and flexible environment which offers excellent prospects as the charity develops.

This is a full-time role but part time hours/ job share negotiable for the right candidate/s.

Interested? Send your CV with contact details for 2 referees and a short supporting statement (max 2 sides A4) outlining how you fulfil the person specification for this post and return to [info@youngkandc.org.uk](mailto:info@youngkandc.org.uk), by 10am on Monday 20 July 2020.

**Young K&C: Fundraising and Development Manager, Job Description**

**US! More about Young K&C**

Young K&C is an exciting new cross-sector partnership, working with youth clubs, charities, schools, businesses and the Royal Borough of Kensington & Chelsea. We are a membership organisation and will be building our membership base of organisations and people working with children and young people across the borough.

Young K&C has been established with infrastructure funding awarded from John Lyon’s Charity and Royal Borough of Kensington & Chelsea and we formally registered as a charity in autumn 2019.

We have three highly experienced trustees, a new CEO and much positive support from a wider range of stakeholders (growing all the time).

Fundraising is fundamental to the future of the foundation to allow us to create a small grants programme, lead consortia bids, build corporate partnerships and sustain the Children’s and Young People’s sector in Kensington & Chelsea.

***Our aims:***

* Giving children and young people a voice in leading Young K&C from the beginning through peer research, consultation and service design.
* Developing the capacity of the children & young people sector through training, information sharing, advice, networks and grants.
* Supporting businesses to engage and invest in the next generation with access to future talent through volunteering, mentoring, professional advice and financial investment.
* Brokering funds for the sector in Kensington & Chelsea through consortia grant applications, corporate investment and individual philanthropy.

You can read more about Young K&C on our websites, [www.youngkandc.org.uk](http://www.youngkandc.org.uk) and [www.ourcity.org.uk](http://www.ourcity.org.uk)

**YOU! What will you need to do?**

There are four key areas that you will be working on:

* Fundraising: bid writing and securing funds from corporates and individuals
* Membership development & building consortia
* Grant giving and management of Young K&C’s small grants pots and funding for members
* Assisting with development of Young K&C and ensuring the smooth running of the organisation

You will be working closely with the CEO to develop and implement the fundraising strategy. As the organisation develops, then your role is likely to adapt.

**Responsibilities**

More specifically, the formal responsibilities of the role will include:

1. Develop and implement a fundraising strategy to maximise income, including building new business pipeline & a portfolio of high value prospects.
2. Develop the membership base of Young K&C through management of communications with partner organisations, support with the website development and social media to promote the foundation.
3. Support the membership base to develop their own fundraising skills and initiatives and help advise small charities with organisational development.
4. Identify grant opportunities for members; developing and leading consortia applications and considering arrangements where Young K&C is the lead bidder then subcontracting.
5. Manage Young K&C’s small grants pot and organisation of grant giving to Young K&C members.
6. Line manage Young K&C’s Communications and Admin Officer (and possibly further staff members as required).
7. Develop innovative approaches to raising funds including crowd funding and organising bespoke fundraising events.
8. Manage the preparation, writing and submission of bids to funders – both for Young K&C and for our members.
9. Supervise Young K&C volunteers, interns and employees involved in fundraising activities.
10. Support the CEO in making direct approaches, develop and deliver tailored corporate fundraising proposals and requests for pro-bono support.
11. Support the CEO in developing relationships and meeting high net-worth individuals.
12. Preparation of high-quality marketing materials to support fundraising, liaising with corporate partners and agencies.
13. Organisation of corporate fundraising receptions and events.
14. Develop and maintain relationships with funders, businesses and members.
15. Deputise for the CEO as required. Assist with administration, record keeping and the smooth running of the organisation.
16. Be flexible and willing to help with a wide range of organisational tasks to make Young K&C a successful organisation.

**YOU! What kind of person are we looking for?**

**Fundraising expertise** – you will have significant experience of developing and implementing fundraising strategies and securing a high level of funds from a range of sources including grant funders and corporates.

**Communications** – you will need to demonstrate examples of excellent written skills, good IT and social media skills and good administration generally.

**Partnership development** – good interpersonal skills and experience of working with diverse range of complex partnerships, consortia and/ or membership arrangements are key.

**Project management** – you will have great organisational skills and have experience of managing projects from inception to evaluation and working under your own steam.

**Creativity** – you will be full of ideas, thinking outside of the box and can contribute your creative thinking into the successful development of the Young K&C.

**Mucking in** – working in a small team with tight resources you will not be shy about helping out with getting things done but in return you will get flexible working arrangements, fun and independence.

**Positive and solution-focussed** – you will be a problem solver, able to find practical and constructive solutions to challenges that arise in the course of your work.

**The cause** – you will be passionate about our vision to support children and young people, committed to supporting diversity and inclusion in the voluntary sector, and be aware of the issues affecting small charities.

**Flexibility** – you will be able to work effectively from home or from our small office in Kensington and Chelsea.

*Black and Minority Ethnic people are currently under-represented in Young K&C’s workforce and also within the charity sector. Young K&C particularly welcomes applications from Black and Minority Ethnic people who have experience of fundraising and supporting small charities.*