



Working together to meet the needs of Londoners

## Director

£60,000 pa, Central London

***“This is one of the best jobs in London’s civil society.”***

Over the last few years London Funders has become a major part of London’s civic and civil society infrastructure, having an impact and influence that far exceeds its size. With an active & engaged Board, membership of over 120 funders and investors from across the public, independent and private sectors, and under the energetic and inspiring leadership of David Warner we have been at the forefront of new cross-sector collaborations and initiatives seeking to improve the lives of Londoners.

We are now recruiting a new Director to work with the Board, members, and stakeholders to build on the achievements of the last few years.

If you share our values of being mission led, collaborative and focussed on achieving lasting change, as well as possessing a passion for London and Londoners then this could be the role for you.

Application pack: see <http://londonfunders.org.uk/recruitment-and-consultancy>. Application deadline 11am Monday 5<sup>th</sup> June. For an informal chat please contact David Warner at [david@londonfunders.org.uk](mailto:david@londonfunders.org.uk) to arrange a time.



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## Director

### Job description and person specification

#### Background

London Funders is a unique cross-sector network of funders and investors supporting Londoners and London's civil society. We aim to contribute to a vibrant, varied, fit for purpose civil society which serves Londoners well. Our mission is to strengthen and support funders and promote effective funding practices to meet the needs of Londoners. We enable our members – foundations, public sector funders, corporate givers, livery companies, loan finance investors and new philanthropists – to share experiences, learn from each other and collaborate to better meet the needs of Londoners.

Over the last few years London Funders has become a major part of London's civic and voluntary sector infrastructure, with an impact that far exceeds its size. Working with over 120 members, London Funders has been at the forefront of supporting collaborative initiatives such as The Way Ahead & London's Giving.

The new Director will build on these solid foundations, working closely with an engaged and supportive Board and small staff team, to work collaboratively with a wide network of external stakeholders and partners.

It's a very exciting time to be involved with London Funders. With the new Mayor's commitment to supporting communities across London, our role in bringing together local authorities with private and corporate funders gives us great scope to support further collaboration between the public and private sectors for the benefit of Londoners.

The Board is ambitious for London Funders to grow its membership, develop a stronger collective voice to highlight the needs of Londoners and recognises that the unique challenges that London faces. As we approach Brexit it's more important than ever that we work together to maximise support for London's communities.

We're looking for someone with a passion for London and Londoners, a commitment to partnership, collaboration and systems change, a mind that enquires into root causes, an open and entrepreneurial attitude, a track-record of enabling leadership and above all a drive to get things done. This is a very varied role, calling for excellent inter-personal skills, a strong lived value base, and wisdom.



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**Responsible to** The Chair & Vice –Chair(s) and through them the London Funders’ Board of Trustees

**Responsible for** Projects Director (p/t), Networks Co-ordinator (f/t), consultants and associates

**Purpose of job** To lead the work of London Funders and act as Company Secretary

### **Key responsibilities**

1. Develop the strategy and business plan with trustees and ensure they are implemented so that London Funders meets its aims and objectives
2. Publicise and promote the work of London Funders and its members to London’s funding organisations, business, government, other policymakers and the voluntary sector in London as appropriate
3. Work closely with trustees to identify opportunities to develop the work of London Funders: further improving its membership offer and impact
4. Ensure arrangements are in place to enable London Funders and the trustees to fulfil their legal obligations
5. Actively seek opportunities to extend and better engage the membership of London Funders.

### **Finance and resources**

6. Oversee management of income and expenditure, recommend an annual budget to trustees and monitor income and expenditure regularly throughout the year
7. Manage all external contracts
8. Manage and market income generation for London Funders including identifying new sources of funding for London Funders
9. Provide leadership and management of resources, including staff management, ICT and the website.

### **Communication and promotion**

10. Represent and act as an ambassador for London Funders to raise the profile of the organisation, including making presentations and dealing with media as required
11. Manage and develop events and sub-groups
12. Develop and maintain effective communication with London Funders’ Board and members, funders, networks/forums and other key partners
13. Undertake any other duties as may reasonably be requested by the Board.

## Person specification

### Essential skills, knowledge and experience

- Understanding of how the diverse funding ecology of London (individual giving/corporate support/public sector funders and independent foundations) works to meet the needs of Londoners
- Excellent understanding of London's civil society, and the structure and work of the statutory, not-for profit and corporate sectors
- Experience of working in a senior leadership role and of defining and implementing strategy with trustees, members and other stakeholders
- Experience of successfully convening diverse interests and developing cross sector collaborations around a common purpose
- Ability to influence and gain support from potential members and partners
- Strong political awareness and understanding of the governance and decision making structures and the complexities of the London governance structure
- Experience of successfully developing and marketing an organisation, ideally a membership organisation, including raising, managing and deploying funding
- Experience of managing and deploying financial resources effectively
- Experience of managing and supporting staff effectively
- Proven experience of initiating and managing major collaborative projects/events
- Excellent written and oral presentation and communication skills
- Understanding of equalities and diversity issues
- Excellent interpersonal skills; including the ability to deal in a helpful, friendly and professional way with people from a range of different backgrounds; the use of 'soft power' and with excellent influencing and negotiation skills
- Well-organised, able to prioritise work for self and others
- A commitment to and practical understanding of the aims of London Funders
- Highly developed sense of personal values, including integrity, absence of ego, humility and good sense of humour

### Terms and conditions

The appointment is subject to a six month period of probation, during which performance will be regularly reviewed. On completion of the probationary period, notice will be three months on either side.

<b>Hours</b>	flexible 35 hours per week. There is a requirement to attend some evening meetings
<b>Holidays</b>	25 working days a year, plus public holidays
<b>Salary</b>	£60,000 a year
<b>Pension</b>	<i>London Funders pension arrangements are currently under review</i>



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**Offices:** London Funders is co-located with the Association of Charitable Foundations currently based at Acorn House, 314-320 Grays Inn Road, London WC1X 8DP but will be moving to new offices in central London by late 2018

May 2017



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## Recruitment Process & Timetable

### ***Process***

Applicants are asked to submit an up to date CV (see note below) and supporting statement that demonstrates how you fulfil the criteria for the role as set out in the person specification.

*The Board of London Funders is keen to be as “blind” as possible in the short-listing process, and would ask if possible candidates could separate their CV into two documents- one that contains personal information (name, gender, age, education, address and contact details) and one that contains details of career and voluntary activity.*

Applicants are also asked to download the equal opportunities form from the London Funders website, complete and return to [david@londonfunders.org.uk](mailto:david@londonfunders.org.uk) by the application deadline of 11am on Monday 5<sup>th</sup> June.

### ***Timetable***

Application Closing Deadline – Monday 5<sup>th</sup> June at 11 am

Shortlisting – By Friday 9<sup>th</sup> June

First Interviews to be completed by Friday 16<sup>th</sup> June, currently we are holding 13<sup>th</sup> & 14<sup>th</sup> June for first interviews. **Please advise when sending in your application if you are unable to make either of these dates.**

Final interviews, if required, to be completed by Friday 30<sup>th</sup> June

Shortlisted candidates will be invited to attend a meeting at the London Funders office and have an opportunity to meet with other team members.