

Executive Director

Location	Dawes Road Hub, Fulham, SW6 7EN, mostly office based
Salary	up to £60,000 pro rata, subject to experience
Contract	Full time or Part time (minimum 4 days per week), Permanent
Reporting to	Chair of the Board of Trustees
Responsible for	Directly: A staff team of up to 4. Currently comprises Charity Administrator (f/t) plus a range of paid and pro bono freelance/agency support (p/t). Partnerships Manager (f/t) and Finance Officer (p/t) expected to be recruited in 2023 Indirectly: Community Grant Panellists (p/t)
Benefits	28 days annual leave plus bank holidays Up to 8% employer contribution to pension
Application process	<p>We are committed to our team reflecting the diversity of the communities we serve and welcome applications from people of all ages, sexual orientations, genders, nationalities, religions and beliefs. If you are excited by the role but aren't sure if you have the right experience then we'd still love to hear from you and please feel free to contact our Chair, Joanna Kennedy on 07879 842 647 for an informal chat.</p> <p>To apply, please send a CV and covering letter of no more than two pages telling us why you're right for this role to clerk@hamunitedcharities.com</p> <p>Applications should be received no later than 9 am on Monday 18th September, shortlisting will take place that week.</p> <p>First round interviews – w/c 25th September Second round interviews – w/c 2 October A presentation may be required at final interview. Ideal start date by December 2023 These dates may be subject to change and applicants will be advised in advance should this happen. H&F Giving requests no contact from agencies or media sales.</p>

The organisation

[H&F Giving](#) is a charitable foundation set up to support areas of need in the London Borough of Hammersmith & Fulham (LBHF). We aim to connect the borough, so that every person and every generation can give what they can, or get what they need, to thrive in Hammersmith & Fulham.

Founded in 2018 by local trusts [Hammersmith United Charities](#) and [Dr Edwards and Bishop King's Fulham Charity](#), we are part of the wider [London's Giving](#) place-based giving movement, which is designed to mobilise communities to give and support areas in need in their localities. Since we started, we have grown into a charity with an annual turnover of close to £0.5m; and become the go-to organisation in the London Borough of Hammersmith & Fulham, for funders and donors to understand and meet the needs of local people. Since 2018 we have distributed over £750,000 to local community groups within the borough. We have also been the conduit to providing essential kit such as computers and refurbished bikes to people that need it in the community.

Our growth has been fuelled by mobilising hundreds of (corporate, foundation and individual) donors to give more than £200,000 to help local people in need. It also would not be possible without the generous support of key stakeholders including our founding partners, the City Bridge Trust, and the local authority.

As part of our core activities, we run a range of targeted appeals and campaigns in the borough to help unlock support. For example, our appeal to support Ukrainians who fled the war to Hammersmith & Fulham and raising funds for a Christmas Day lunch for older and vulnerable people who would otherwise spend the day alone. We have also distributed more than £450,000 of Council restricted grants for heating, food and bills and other assistance, which has helped thousands of people in need throughout the cost-of-living crisis.

The opportunity

H&F Giving is now poised for accelerated growth and we have ambitious plans to significantly grow our work across the borough in the coming years. We are looking for an experienced, entrepreneurial and focused Executive Director to lead on the development and delivery of H&F Giving's strategy through this next, pivotal period of development.

Key activities in the short term will include developing our fundraising strategy to steward existing corporate and major donors, identify new supporters, and to create new opportunities to generate income – as well as working with the Trustees to drive the delivery of charity's priorities and deliver grant programmes that reach the needs of our local community.

About you

This is a terrific opportunity to lead a young organisation to the next stage of maturity and have a material impact in the community. We are seeking an individual who is passionate about community, an excellent relationship builder, fundraiser, strategic thinker, and inspirational leader.

It is important to be in touch with what is happening in the borough and have a high profile amongst stakeholders as well as being present for the growing team, so the role is primarily office-based and includes regular face-to-face meetings. Some evening and weekend work may be involved, particularly for events. However, the working environment remains flexible with opportunities for some hybrid home/office working in line with organisational and team needs.

The role is seconded from Hammersmith United Charities as part of our founding partner's support for H&F Giving. For details see our website: [Home - H&F Giving \(hfgiving.org.uk\)](https://hfgiving.org.uk). Contact joanna@hfgiving.org.uk for more information.

Key responsibilities

- Provide leadership to H&F Giving and be responsible for the management and administration of the charity within the strategic, policy and accountability frameworks laid down by the board of trustees
- Together with the chair, enable the board of trustees to fulfil its duties and responsibilities for the proper governance of the charity and ensure that the board receives timely advice and appropriate information on all relevant matters
- Maximise the impact of H&F Giving in accordance with its Theory of Change

Principal Duties

- Assist the board in agreeing the values and Theory of Change of the Charity
- Lead strategy development for the charity within the Theory of Change for approval by the board
- Build and lead an effective and motivated team
- Build a coalition of funders, residents, businesses and voluntary organisations to tackle local issues, raise funds and develop delivery partnerships
- Develop and deliver a fundraising strategy to increase income including targeting corporates, high net worth individuals, trusts and local donors and work with the Chair of the Development Committee to raise funds
- Commission or carry out research as necessary to understand unmet need and inform plans to maximise impact
- Develop and deliver effective grants or other programmes to meet local need and monitor and report on their impact
- Embed place based giving principles within the Hammersmith and Fulham context and contribute and learn from the London Giving community
- Ensure H&F Giving communicates effectively with its key audiences through digital media, events and other channels as appropriate
- Work with the Treasurer to ensure the sound financial health of H&F Giving. Maintain effective financial management and control systems including management accounts, statutory accounts and annual reports
- Ensure the charity fulfils its legal, statutory and regulatory responsibilities and follows good practice in all aspects of governance and operations

- Ensure the board receives all necessary advice, guidance and information on matters relating to current performance, the short- and long-term future of the charity, regulatory and legal compliance, and other appropriate issues; and making sure that such advice, guidance and information are clearly communicated timely, honest, balanced and relevant
- Support the chair with running effective board and committee meetings, trustee recruitment and the development of a diverse, skilled and representative board
- Support the board with effective risk management
- Take responsibility for the effectiveness of all functions working in partnership with Hammersmith United Charities and associated support agencies/operational resource provided to H&F Giving.
- Undertake other duties and any reasonable request to fulfil the requirements of the post

This job description is issued as a guideline to assist you in your duties, it is not exclusive or exhaustive, and it may be regularly reviewed to ensure it is an accurate representation of the post. You may, on occasion, be required to undertake additional or other duties as may reasonably be expected within the scope and grading of the post and according to the needs of the charity.

Experience & Qualities

The ideal candidate will be able to demonstrate the following:

	Essential	Desirable
Skills and experience		
Experience working with or for community organisations at a senior level	x	
Experience working in a senior fundraising role, personally raising six figure sums+ for at least three years. Specifically, the candidate must have <ul style="list-style-type: none"> • Experience of cultivating, securing, and stewarding corporate and major donors • Experience working with Development Boards • Experience of running successful fundraising and appreciation events • An awareness of Trust, community and regular giving fundraising 	x	
Excellent relationship management skills, particularly with local authorities, funders and delivery partners and a track record of effective collaboration	x	
Successful experience in leading and managing a happy and high performing, small team	X	
Excellent written and spoken communication skills able to communicate effectively across a range of media, able to represent the Charity at events and meetings, and comfortable with pitching and knowledge sharing	x	
Experience of robust financial management, including planning, budgeting and reporting	x	
Hands on experience of fundraising databases (ideally Salesforce), social media, MailChimp, Wordpress, and Microsoft Office packages.	x	
Director or CEO experience		x
Experience of grant making to community organisations		x

	Essential	Desirable
Personal Qualities or Attributes		
A strong personal or professional connection to Hammersmith and Fulham or lived experience of the challenges faced by some of the communities we aim to support		x
A strong commitment to equality, diversity and inclusivity	x	
A genuine belief in the value of community-based organisations and a passion for working with the community as equal partners	x	
Ambitious, energising, a self-starter able to be flexible and comfortable with working in a small start-up environment	x	
Able to obtain a clear DBS certification (provided)	x	
Team player	x	

We aim to recruit the person who is most suited and welcome applications from people of all backgrounds who represent our borough – people of all ages, sexual orientations, genders, nationalities, religions and beliefs.

By submitting your application, you are consenting to the processing and storage of your personal data in order that you can progress through our recruitment and management process. We will never sell your data however we are obliged by law to inform you that should we be required to we may share your data with external agencies. This may include but is not limited to CareCheck (a service for managing and processing Disclosure & Barring Service clearance applications), Hammersmith United Charities (one of our founding partners who provide support services to H&F Giving) and our HR Advisors. We will also contact those individuals you name as your referees to confirm your suitability for the role you are applying for. Your data will only be used for your role and to comply with our statutory and legal obligations. If your application is unsuccessful, we will retain your information for 6 months; after this date it will be safely destroyed. If your application is successful, we will retain your information for the duration of your commitment and up to 6 years after you cease employment.

August 2023