



Development Manager (Individuals & Corporates) - Cardboard Citizens

Cardboard Citizens is seeking an experienced individual with a successful track record of fundraising and income generation to play a key role in helping to shape the company's future, and to establish Cardboard Citizens as a leading arts organisation working with and for people affected by homelessness.

Working within the Organisation Team, the successful candidate will be at a point in their career to embark on a more senior and strategic role. You will be an accomplished and highly efficient fundraiser with a proven track-record of developing relationships with corporates and individuals and securing mid-scale partnerships and grants.

Position: Development Manager (Individuals & Corporates)

Accountable to: Executive Director/ JCEO

Team: Organisation Team

Terms: Full time – 5 days/37.5 hours per week

Contract: Fixed Term: 1 year contract (initially)

Location: Cardboard Citizens, 77a Greenfield Road, London, E1 1EJ (home working optional, with occasional travel necessary)

Holiday: 25 days

Salary: £30,000 - £35,000 (circ. depending on experience)

Closing date: 12pm Monday 31 August 2020

Interview dates: W/C 7th September 2020

KEY OBJECTIVES OF THE POST

- To lead on and oversee all income from individuals and corporates - including prospecting, cultivation and stewardship, to achieving annual targets, maintaining budget control and reporting functions
- With the Director of Development and Executive Director, to develop a new individual giving offer for roll out
- To deliver the individual giving programme to develop existing and secure new income in line with targets

MAIN DUTIES – CORPORATE PARTNERSHIPS

The successful applicant will have demonstrable skills and experience successfully soliciting funds from corporate sources, with a strong track record of identifying prospects, cultivating and developing relationships, managing budgets, targets and deadlines.

- Develop and deliver strategy to maximise income from corporate partners and prospects
- To steward existing supporters, ensuring a high retention rate, renewals and income growth
- To proactively identify new prospects for cultivation and as appropriate donor journeys to enable engagement
- To champion the importance of corporate income internally and ensure all staff are aware of the need for data capturing, impact reporting against KPIs and stakeholder engagement
- Management and stewardship of key funders through effective and accurate reporting and reapplication – involving key personnel across the organisation and ensuring regular touchpoints with senior staff and the Board of Trustees
- Oversee a timetable for approaches and solicitation, developing new leads and ensuring regular and accurate forecasting in-line with budget expectations

MAIN DUTIES – INDIVIDUAL GIVING

The successful candidate will be required to play a key strategic role on income from individuals – an area of growth for Cardboard Citizens, to support our increasing profile and future aspirations.

- Develop and deliver a strategic individual giving programme, with particular focus on developing and increasing income from new and existing donors, drawing support from the senior team and Board of Trustees
- Raise the profile of individual giving across our programmes of work, increasing levels of donations
- Manage Cardboard Citizens' *Friends* scheme, growing a committed pool of donors
- Manage and increase the profile of Legacy Giving for Cardboard Citizens
- Manage a portfolio of donors and lead on approaches personally, involving key personnel when required – staff, board and other key stakeholders
- Prepare funding proposals, reports and other documents for prospects to advance the fundraising process and support donor decision making
- Work with the Development team to profile guests attending fundraising events, produce profile snapshots and identify key stakeholders to engage, cultivate and follow up
- Ensure administrative processes are in line with best practice are consistently applied with regards to donor records, gift agreements, GDPR, acknowledgements and recognition, and pledge schedules

Equal Opportunities

We are committed to attracting diverse candidates. Applicants who meet our minimum (essential) criteria and identify as one of the following will be guaranteed an interview.

- Black, Asian, and Minority Ethnic
- Disabled
- Lived experience of homelessness
- At risk of homelessness

If you require any support with your application please email us at recruitment@cardboardcitizens.org.uk

Additional Information

It is a requirement of Cardboard Citizens that all staff work in a flexible manner compatible with their jobs and in line with the company's objectives and role. All job descriptions are subject to review and amendment, in consultation with the employee.

The successful application would need to undertake an Enhanced Disclosure check via the Disclosure and Barring Service.

PERSON SPECIFICATION - Essential

- At least three years' fundraising experience in a related area
- Experience of managing and developing relationships
- Experience of researching prospects
- Strong proposal and report writing skills
- Ability to work creatively, take initiative and further the work of the Development team
- Excellent planning skills and good time management
- Enthusiasm and a passion for the work of Cardboard Citizens
- Experience of budget control and management
- Ability to work in a team and autonomously

Terms and Conditions

Salary: £30,000 - £35,000 (dependent on experience)

Contract: 1 Year contract (subject to 3-month probation)

Pension: Cardboard Citizens complies with the employer pension duties concerning pensions auto-enrolment in accordance with Part 1 of the Pensions Act 2008. As a result, you will be automatically enrolled into the designated Stakeholder Pension Scheme. If you do not decide to opt-out of auto-enrolment, you will be required to make pension contributions at the level set out in the relevant legislation and you agree to the Employer deducting such contributions from your salary each month.

Hours: Full Time/ 37.5 hours a week (weekends and evenings expected).

Holiday: 25 days plus statutory public holiday's pro-rata

Place of work: Cardboard Citizens' offices, 77A Greenfield Road, London. E1 1EJ

Probationary Period: 3 months

Notice Period: 1 week during probation and 1 month thereafter

How to apply

To apply for the position of **Development Manager (Corporates & Individuals)** at Cardboard Citizens [please complete our online application which can be found here.](#)

We would like you to feel comfortable and well supported throughout this process so please do let us know if you any specific requirements to support your application by emailing us on recruitment@cardboardcitizens.org.uk or you can connect with us on [Facebook](#), [Instagram](#) and [Twitter](#).
