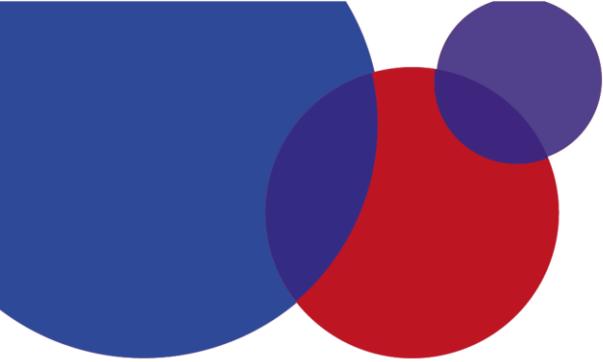


Candidate Pack:

Development Manager
Lancashire

May 2018



Message from the Chief Executive



Thank you for your interest in applying for the role of Development Manager - Lancashire with the Community Foundations for Lancashire and Merseyside.

The Community Foundations is an independent charity which promotes local giving to address local disadvantage. We help individuals, families, companies, charitable trusts and public sectors bodies to connect, support and invest in communities across Lancashire and Merseyside.

The organisation started life in 1999 in Merseyside and 2007 in Lancashire as two separate entities, sharing one back office, before officially merging in 2014. We are a member of UK Community Foundations and therefore a network of 46 community foundations in the UK, along with being part of a movement of 2,500 community foundations worldwide.

Since 1999, we have distributed in excess of £50 million to charities and community groups across Lancashire and Merseyside. Our knowledge of the sector allows us to find and reach charities in our community and our ultimate vision is to drive as much investment into Lancashire and Merseyside's Voluntary and Community sectors to enrich the lives of local people.

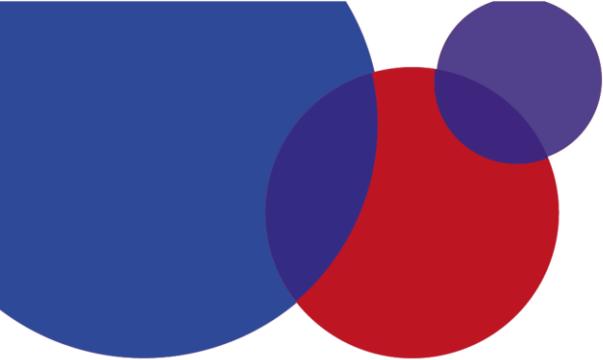
Charitable donations have come from up a variety of key supporters who choose to undertake their charitable giving with us, including major philanthropists, such as former LFC footballer Jamie Carragher and Sir Terry Leahy, national trusts & foundations, such as the Westminster Foundation and W O Street Foundation, and committed corporate citizens, such as Hill Dickinson, Liverpool ONE, and United Utilities.

The Community Foundations now exist in a new era of majority private funding and we are developing a philanthropic client offer and a growing community leadership role. We are now seeking a Development Manager with a passion for Lancashire to work with us in this new era, particularly leading on raising our profile with in the business and professional services community throughout Lancashire. If you have a proven track record in a senior position identifying, developing and maintaining professional relationships to influence and secure investment, we would like to hear from you.

Kind Regards

Rae Brooke

Chief Executive



Background Information

Our Community Funding

We distribute around £1.5 million to £2 million in funding to communities each year with a typical average grant level of £3,500. We support vulnerable individuals, households in need, community groups, residents' associations, charities and social enterprises to improve the lives of local people across 11 social themes.

Our Philanthropy Advising Offer

We administer 50 funds and foundations mainly on behalf of wealthy individuals, families, trusts & foundations and companies. We also secure contracts to distribute public sector funds, such as with Lancashire County Council and Merseyside Police & Crime Commissioner.

Our Partners

Our partners are varied and wide, including Liverpool John Moores University, the Liverpool City Region Local Enterprise Partnership and North & West Lancashire Chamber of Commerce. We also work in partnership with a number of legal and financial practices across the region, offering philanthropy advice to their clients.

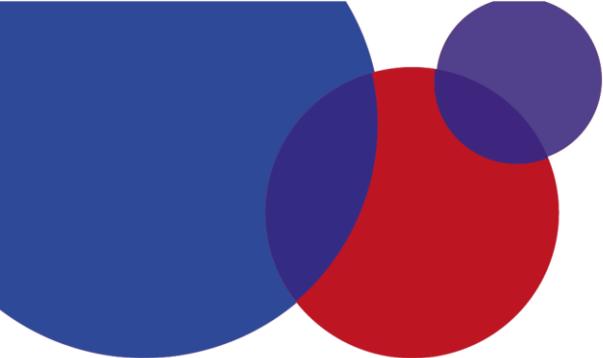
Our Team

We are a staff team of 12 who cover the function areas of Community Philanthropy, Finance & Operations and Organisational Effectiveness, led by our Chief Executive. Our office is based in Liverpool city centre, courtesy of Liverpool ONE with a satellite office in Preston.

Our Board is made up of the following members:

-  Arthur Roberts, Chairman
-  Andy Myers, Vice Chairman
-  Chris Bliss, Trustee for Philanthropy Development
-  Amanda Meachin, Trustee for Philanthropy Development
-  Babs Murphy, Trustee for Philanthropy Development
-  David Wareing, Trustee for Legal
-  Colin Wardale, Treasurer
-  Miles Dunnett, Trustee for Philanthropy Development
-  Carmel Hall, Trustee for HR

Further information on our work can be found at www.lancsfoundation.org.uk and www.cfmerseyside.org.uk.



DEVELOPMENT MANAGER (Lancashire)

**Part Time – 21 Hours a week, £35,000 pro rata
Lancashire Based**

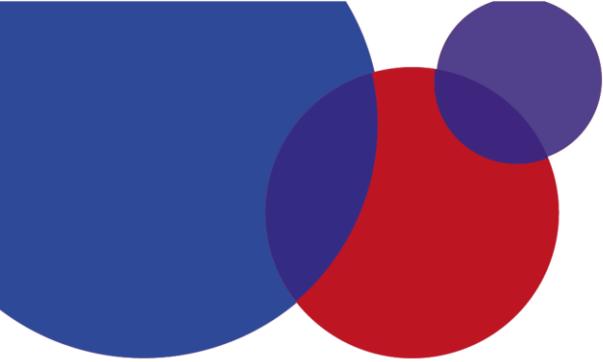
Job Summary

As Development Manager for Lancashire you will be part of the CFLM team and your role will be to raise the profile of the Community Foundation for Lancashire within the Business Community throughout the county. In particular, you will be the initial point of contact identifying and cultivating leads with potential new donors for the Development Director and Chief Executive to further develop.

Our ideal candidate will have a proven track record in a senior position identifying, developing and maintaining professional relationships that significantly contribute to the growth of their organisation/business. You will be a self-motivated professional with excellent interpersonal and communication skills and an in-depth knowledge of and contacts in the Lancashire business community. With a passion for Lancashire and supporting the growth and development of its communities you would be expected to attend business networking events and meetings, presenting the case for managing charitable funds through the Community Foundation and securing opportunities to build the reputation and funds managed by CFL.

Your priorities will be to support the generation of new income, recruitment of new donors, and raise the profile and reputation of the Community Foundation in Lancashire to engage potential new donors. Our current donors include:

- Charitable Trusts and Foundations (active and dormant)
- Corporate/Private Sector
- Individuals and Families
- Professional Advisors
- UK/National Philanthropic Programmes



Responsible to:

You will be directly responsible to the Development Director and working closely with the Chief Executive and Finance Director

Responsible for:

You will not have line management responsibilities but will be expected to work closely with staff, trustees and supporters across the organisation

Salary

The salary range for this position is pro rata of £35,000 per annum base on 21 Hours a week. However, there is potential to progress at a future date, if you take on additional responsibilities that would help meet the needs of the Community Foundations, if required by the board and/or Chief Executive at that time and provided you meet the level of competency that would be required.

Values and Behaviours

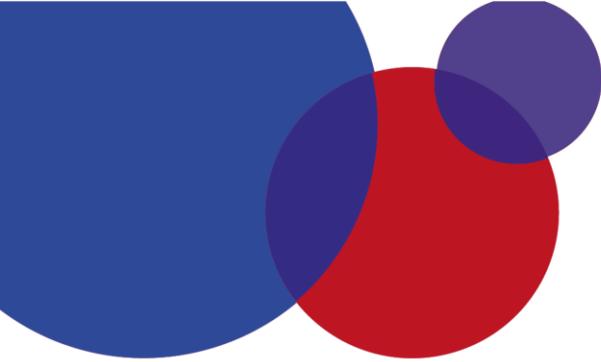
Like every employee, you will be expected to exhibit the following corporate values and behaviours: Community Leadership, Pride, Transparency and Working Together.

Job Description

Your primary tasks are to undertake:

In particular, you will:

- Research and identify business networking and profile raising opportunities throughout Lancashire
- Attend relevant external forums for networking to raise the profile of the Community Foundation
- Proactively build and maintain relationships with stakeholders, such as donors, local business media and professional advisors, to enable donor introductions, client referrals, corporate giving and legacy donations
- Provide leads, introductions and opportunities for the Chief Executive and Philanthropy Director to further develop
- Support the delivery of our events for stakeholder relationship management and/or donor cultivation;
- Work with the Chief Executive and Development Director to create appropriate donor and stakeholder engagement events and activities
- Support the preparation and presentation of funding proposals and bids to potential donors, sponsors, stakeholders



You will also be expected to:

- Attend training courses and events as required and share learning with other staff and the trustees, as relevant;
- This role requires you to work evenings and occasional weekends as part of the 21 hours a week
- Contribute towards other aspects of the Community Foundations' work as required, commensurate with the scale and general nature of the post;

Person Specification & Competencies

This role requires the following attributes, abilities, skills, knowledge:

Personal Attributes

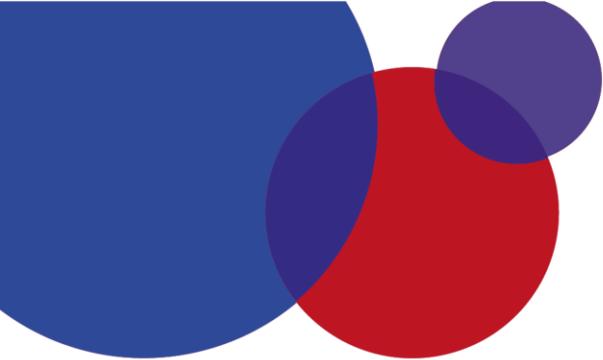
You will have the following attributes to some degree, demonstrating many at least at a basic level, a number at a good level and excelling in a few of the areas:

- passion for and commitment to Lancashire
- engaging and confident communicator
- good contacts and professional networks in Lancashire
- professional with good organisational and multi-tasking skills, working well to deadlines.
- Confident, proactive and productive, a self-starter who takes pride in own work and uses their initiative.
- ability to be adaptable, seeking opportunities, whilst mitigating risks.
- good communicator.
- welcomes opportunities to learn, and works towards creating a learning organisation.
- ensure high standards in quality of work and customer service.

Collaboration & Team Working Abilities

You will have the following abilities to some degree, demonstrating the majority at least at a basic level, a number at a good level and excelling in one area:

- demonstrate the capacity to build and maintain a wide range of relationships with stakeholders, project teams and colleagues;
- ability to work in a small office environment and be self-motivated, solving problems within tight resource constraints
- develop plans and drive forward delivery of own objectives and contribute positively to achieving team and organisational objectives;



Specific Knowledge, Experience & Skills

You will have knowledge and skills, to at least a basic level, in the majority of the following areas, especially the essential ones outlined below with a demonstrable knowledge, experience and/or skills in a number of the areas and a specialist in one or two of the areas.

Essential Knowledge, Experience & Skills

- Effective written, verbal, report-writing and presentational communication skills, including the ability to tailor to different audiences.
- Confident and experienced networking and business development skills
- Ability to assimilate and distil complex information, including written or verbal analysis.
- Capable of engaging confidently in meetings and conferences with stakeholders.
- Confident and experienced in the use of IT, including Microsoft Office.

Desirable Knowledge, Experience & Skills

- Project management

Special Circumstances

- Able to work outside normal working hours and travel on a planned basis

Key Performance Indicators

Your performance will be measured against financial and non-financial key performance indicators (KPIs), agreed with your line manager in line with the Business Plan and annual targets. These indicators will be broken down into day-to-day and annual working targets agreed between you and your line manager. Your success in meeting them will be assessed as part of your annual appraisal and this will inform any decisions regarding your personal development, training plans, responsibilities and possible progression up the salary band.

Flexible Working

The Community Foundations will consider flexible working requests on an annual basis if suitable for the Community Foundations business aims and operational activities as per the organisation's policy. This includes considering job sharing, compressed hours and working pattern agreements. On application or at annual appraisals, please state if you wish to make a request for flexible working.

How to Apply

To apply for the role please submit a CV and covering letter of no more than two pages on how you meet the role's requirements, especially in terms of the Knowledge, Skills & Experience, to the Community Foundations by 5pm on Thursday 28th June 2018. Please send your application to Ben Roberts at ben.roberts@cflm.email