Applicant Pack | Head of Fundraising

**Salary:** £60k-£70k per annum FTE

**Contract type:** Permanent

**Location:** Hybrid; minimum two days per week in the Central London office but negotiable

**Work pattern:** Full-time; 37 hours per week with the opportunity for flexible working hours

**Reporting to:** Director of External Relations

**Responsible for:** Fundraising Manager, Senior Development Officer and External Relations Coordinator

To submit your application, please submit your CV and a covering letter to careers@mission44.org by midnight on November 3rd. Your covering letter should outline:

- Your motivations for applying to Mission 44
- How this role fits into your career plans
- Experience (professional, voluntary or lived) that makes you a great fit for this role in line with our values and the criteria outlined in this job description.

**CEO Introduction**

Thank you for your interest in joining Mission 44. We're building a hugely exciting organisation and the whole team is inspired by the extraordinary potential we have to change lives for the better.

Mission 44 exists to make a difference: our purpose is to have a lasting positive impact on young people from underserved communities, who have for decades been the least supported and least socially mobile cohort. Over the past three years, COVID lockdowns, economic volatility and the lasting disruption to their education has significantly exacerbated this already inequitable situation, and we don't underestimate the size of the hill we have to climb. But we're here to walk alongside young people, working with and for them to make a step-change in their lives.

We are incredibly fortunate to have the encouragement and support of Sir Lewis Hamilton, whose personal pledge laid the foundations for our work, and whose vision we are working to deliver. Mission 44 will be a profoundly effective, impact-led place to do great work: we're building an organisation that's diverse, dynamic and collaborative. We're determined that the time you invest with us will enable you to grow personally, as well as offering the huge professional satisfaction of delivering concrete and lasting change.

If this sounds like the right fit, we'd love to hear from you.

**Jason Arthur, Chief Executive**
About Mission 44

Established by Sir Lewis Hamilton in 2021, Mission 44 is a charitable foundation working to build a fairer, more inclusive future in which every young person can thrive. The charity supports bold organisations, leaders and ideas to reimagine the future and transform the lives of young people from underserved communities.

Through grantmaking, research and advocacy, Mission 44 is focused on building a more inclusive education system, supporting progression into STEM careers and empowering young people to be changemakers. You can find out more information in this presentation.

Given the global reach of Sir Lewis, and the common challenges faced by young people from underserved communities around the world, Mission 44 aims to evolve into an international organisation over the next two years.

About the Role

We are looking for a talented and experienced senior high-value fundraising professional to join a growing and fast-paced charitable foundation to help deliver its aims and objectives and support our ambitions to build a best-in-class fundraising programme that will raise vital funds to support our growth and work in the U.K and internationally. The successful candidate will be someone who is keen to work as part of a team in a fast-paced, start-up environment and has strong expertise in building and refining high-value fundraising infrastructures, as well as strong high-value relationships that will take our fundraising programme to the next level.

Working at Mission 44

Our team

The Mission 44 team currently has 16 employees with recruitment of a further 4 employees planned this financial year. The team is currently organised into three directorates: Impact, focused on grantmaking and research, External Relations, focused on communications and fundraising, and Operations.

Diversity at Mission 44

We offer a working environment that values and respects every individual’s unique contribution. We want to attract the broadest range of talented people and are committed to equality of opportunity and anti-discrimination practices. We positively
encourage applications from all sections of society and are particularly interested in attracting applications from candidates from diverse and underrepresented groups.

Our values

Everything we do at Mission 44 is guided by our five core values.

- We are brave: with an ambitious sense of possibility, we focus on where we can drive systemic change.
- We are collaborative: we build partnerships and coalitions to solve problems and make change happen.
- We are curious: we are evidence-led and continuously learning how best to grow our impact.
- We are inclusive: we put equity at the heart of everything and amplify the voices of the underrepresented.
- We act with integrity: we are honest and transparent, and build trust-based relationships.

Benefits at Mission 44

<table>
<thead>
<tr>
<th>YOUR TIME OFF</th>
<th>YOUR WELLBEING</th>
<th>YOUR FUTURE</th>
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<tbody>
<tr>
<td><strong>HOLIDAYS</strong></td>
<td><strong>STAY ACTIVE</strong></td>
<td><strong>PENSION</strong></td>
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<tr>
<td>Enjoy 28 days annual leave, plus a day for your birthday</td>
<td>Use our cycle-to-work scheme and free gym access</td>
<td>Save for retirement with our generous pension package</td>
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<td><strong>SUMMER FRIDAYS</strong></td>
<td><strong>STAY HEALTHY</strong></td>
<td><strong>DEVELOPMENT</strong></td>
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<td>We finish every Friday at noon in August</td>
<td>Optional health insurance and access to an EAP</td>
<td>Professional development budget of £1k</td>
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<td><strong>VOLUNTEER DAYS</strong></td>
<td><strong>STAY WELL</strong></td>
<td><strong>FAMILY LEAVE</strong></td>
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<td>Unlimited volunteering leave, as agreed with your manager</td>
<td>Wellbeing allowance to spend in whatever way works for you</td>
<td>Competitive parental leave package</td>
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Roles and Responsibilities

Job Purpose

To develop, oversee and actively lead the implementation of a fundraising strategy which maximises a range of fundraising opportunities, maintains diverse and sustainable income streams and builds the organisation's income capacity to meet its aims and objectives.

Main Responsibilities

- Lead the planning and execution of the fundraising strategy incorporating UK and U.S based trusts, foundations, corporates and philanthropists and other potential sources of income to grow a sustainable funding base for the charity and build long term supporter relationships.
- Work with the Director of External Relations and wider fundraising team to identify, map and develop a pipeline of potential supporters across high-value income streams with a focus on delivering against the long term strategy for growth.
- Motivate and lead a high-performing fundraising team to achieve Mission 44’s ambitious fundraising targets, supporting them to work collaboratively and efficiently across the organisation and with the wider Ecosystem of Sir Lewis Hamilton’s management team and advisors.
- Support the creation of engaging content from our impact data and case studies. Ensuring that funding applications and reports are based on a sound understanding of the work we do and the impact we have, embedding youth voice at the heart of everything we do.
- Work with our Impact colleagues to refine and continuously review our case for support. Ensuring that prospective supporters are clear about the role and impact of their investments.
- Continuously monitor and evaluate all funder information and fundraising activities, taking corrective action or enhancing them when necessary.
- Provide and present monthly management information to senior leadership team and prepare quarterly forecasts to present to the Board of Trustees.
- Ensure the delivery of a best-in-class supporter engagement programme through the establishment of an effective stewardship strategy and mobilising support from the broader team as appropriate.
- Represent Mission 44 at external meetings/events and act as an ambassador for our work.
- Manage the fundraising budget with responsibility for meeting agreed targets. Work with Finance to ensure accurate budget forecasting, management accounts and support with annual and long term planning.
- Line management of fundraising team ensuring individual's have clear targets against which they can be monitored, supporting their development and ensuring collaborative working.
• Work with the broader team to ensure there are appropriate systems and processes in place to ensure fundraising activities and behaviours can be implemented in the most effective and timely way.

This is not an exclusive or exhaustive list. Its purpose is to provide a broad outline of the role within which the changing needs of Mission 44 and annually set objectives can be accommodated. Mission 44 is currently a small team which requires flexibility for all involved. There is an expectation that other duties, tasks and responsibilities will be required.
About You

Knowledge and Experience

Essential

- Successful track record in securing financial contributions from high-value audiences or similar (either in the corporate sector, grant-making sector or the HNWI sector)
- Record of success in expanding a supporter base through an established cultivation cycle and programme of stewardship using strong relationship management and strategic planning skills
- Proven experience of working with senior volunteers, influencers or advisers to achieve fundraising success either in peer-led fundraising (such as development boards) or peer-to-peer fundraising (such as giving circles) or by working in partnership with senior stakeholders on individual approaches, including philanthropy advisors
- Experience of developing and implementing fundraising strategies and collaborating with others to achieve successful outcomes
- Experience of leadership, with the ability to influence senior stakeholders to shape and deliver plans and experience of reporting on progress to Senior Leadership teams and Boards
- Experience of events management, including events planning and delivering cultivation, fundraising and stewardship events that bring high-value funders and prospects closer to our work
- Experience in project and/or office management with comfort in overseeing multiple project deliverables, tracking progress, and ensuring timely and successful delivery.
- Financially literate with strong strategic thinking, and planning and forecasting ability.
- Knowledge of budgeting and Customer relationship Management systems
- Knowledge of the current and future philanthropy, grant-making and HNW landscape including philanthropic motivations of individuals, companies and foundations, including the relevant giving mechanisms and strategies they deploy

Desirable

- Experience of working in the social mobility, youth, education sectors

Skills

- Able to effectively time manage, prioritise, and maintain attention to detail while overseeing multiple simultaneous projects and deliverables.
- Excellent written and oral skills to communicate clear directions and processes while developing and maintaining positive donor relationships.
- Confident, resourceful, and proactive with initiative and a problem-solving disposition.
- Good interpersonal skills, particularly in the context of managing both internal and external relationships and key stakeholders
● Able to work creatively and flexibly in a small team, supporting other colleagues.
● Able to analyse and synthesise complex information quickly and effectively.

**Personal Qualities**

● Passionate about supporting and empowering young people from a diverse range of backgrounds to flourish and succeed.
● Proactive, flexible and creative; you thrive in an evolving and dynamic organisation.
● Highly collaborative; your default is to work with others to deliver results.
● Able to work independently, displaying strong initiative in solving day-to-day problems with limited direction.
● Committed to embedding the values of equity, diversity and inclusion in everything that you do.
● Strong personal commitment to learning and improvement.
● Motivated to stay up to date on best practices and models within grantmaking and management and administration bringing forward thinking ideas to continually support Ignite towards progressive and innovative processes.