

Youth Endowment Fund



Head of Development

Salary: £55,000 - £65,000

Reports to: Director of Philanthropy and Partnerships

Location: Evergreen House North, London, NW1 2DX

About the Youth Endowment Fund

The Youth Endowment Fund is a bold new attempt to put early intervention at the heart of efforts to tackle youth offending. It will support programmes and community partnerships working with children at risk of being drawn into crime and violence, and build up our knowledge of what works to prevent that. Focusing on 10 to 14-year olds across England and Wales, it will be run by youth charity Impetus, in partnership with the Early Intervention Foundation and Social Investment Business.

For more information about the Youth Endowment Fund, please go to www.youthendowmentfund.org.uk and follow us on Twitter [@YouthEndowFund](https://twitter.com/YouthEndowFund)

About Impetus

Impetus transforms the lives of young people from disadvantaged backgrounds by ensuring they get the right support to succeed in school, in work and in life. They find, fund and build the most promising charities working with these young people, providing core funding and working shoulder-to-shoulder with their leaders to help them become stronger organisations. In partnership with other funders they help their charities expand and influence policy and decision makers so that all young people get the support they need.

Impetus currently has 35 members of staff, supporting 19 charities with programmes across England, Wales and Scotland.

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About this role

The Head of Development will join the Impetus Philanthropy Team and, working alongside the Director of Philanthropy and Partnerships, will have responsibility for helping to shape and drive the Youth Endowment Fund strategy to deliver £100 million of funding over ten years.

Duration: Permanent

Working hours: Full time (37.5 hours per week)

Starting date: As soon as possible

Key responsibilities

- Develop capability, professionalism and delivery across the fundraising areas salient to the Youth Endowment Fund including but not limited to Trusts and Foundations, Statutory bodies (e.g. Sports England, The Arts Council), Corporates, and individual Philanthropists
- Work collaboratively with the Director of Philanthropy and Partnerships on all aspects of fundraising for the Youth Endowment Fund, producing regular reports of progress against plan
- Manage a portfolio of active prospects
- Maintain high-level relationships with prospective donors, maximising opportunities to secure new sources of income
- Leverage the contacts of Trustees and pro bono supporters to good effect
- Provide support and meticulous follow-up to the Chairman, Trustees, senior management of Impetus and the Youth Endowment Fund to encourage introductions to potential sources of giving and to ensure their successful involvement in the fundraising process
- Ensure all communications with external stakeholders are prompt, clear and compelling, which includes testing and honing collateral to improve the fundraising ask and stewardship strategies
- Help to create and monitor processes and systems
- Demonstrate a level of professionalism and best practice across the philanthropy team and within the organisation that is exemplary

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- Contribute effectively to the wider operational and strategic development of the Youth Endowment Fund and Impetus, working at a strategic and cross organisation level
- Fully comply with Impetus's employment and other policies and procedures.

Person specification

Essential

- A track record in major donor fundraising, including grantmaking trusts and foundations, statutory bodies and corporates, supported by evidence of raising significant amounts of money for charities
- A track record in local and regional fundraising
- The ability to direct, lead and personally work through the fundraising cycle with donors
- Strategic thinking, planning and doing – with an ability to generate concepts and ideas, translate them into tangible tactics and execute them
- Evidence of an innovative, creative approach and the ability to think laterally
- Experience of operating at a senior level with demanding and challenging people including trustees and external stakeholders
- Excellent relationship skills to establish and maintain contacts with key (internal and external) stakeholders
- The ability to work collaboratively to maintain effective partnerships
- The ability to deputise for the Director of Philanthropy when necessary
- A track record as a high performing member of a team and contributing beyond own area of responsibility
- Experience in managing a high performing team and the ability to mentor on the job
- Excellent written and verbal communication skills
- Solid financial management with an ability to establish and deliver a budget
- The ability to work well under pressure, meeting tight deadlines in a fast-paced environment while managing multiple projects
- Committed to equality, diversity and inclusion

Desirable

- Knowledge of the sector – young people and violence prevention.

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How to apply

Please send a CV and supporting statement to YEFrecruitment@impetus.org.uk by 9am Monday 10 June 2019. The supporting statement should be no more than two sides of A4 and should address the criteria in the person specification. You should also include the contact details of two referees, one of whom must be your current or most recent employer. Referees will only be approached with your express permission. You will also be required to provide proof of your eligibility to work in the UK. As part of our commitment to flexible working we will consider a range of options for the successful applicant. All options can be discussed at interview stage. First round Interviews will be held in the week commencing 17 June 2019.

Your personal data will be shared for the purposes of the recruitment exercise. This includes our HR team, interviewers (who may include other partners in the project and independent advisors), relevant team managers and our IT service provider if access to the data is necessary for performance of their roles. We do not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you. We do not transfer your data outside the European Economic Area.

The people we are looking for do not discriminate and we believe in being inclusive and giving everyone an equal chance to succeed. Applications are welcome from all regardless of age, sex, gender identity, disability, marriage or civil partnership, pregnancy and maternity, religion or belief, race, sexual orientation, transgender status or social economic background.