



**HEAD OF FUNDRAISING
LDHQ, Westminster SW1P**

**Salary: £40,000-£45,000
& employer's pension contribution**

JOB SPECIFICATION

Job Title:	Head of Fundraising
Responsible to:	Director of Fundraising (who is also the Deputy CEO)
Salary:	£40,000-£45,000 per annum
Benefit:	8% Employer's Pension Contribution
Tenure:	Permanent
Hours:	Full time 40 hours per week
Location:	Lib Dems Headquarters, Westminster, London SW1P

Purpose of job

To lead major donor fundraising for the Liberal Democrats, working with staff, fundraising board members and parliamentarians to deliver our annual fundraising targets

Background

This is an exciting time to join the Liberal Democrats and to be working in British politics. Our Exit from Brexit campaign has been a major force in mobilising public opinion in favour of a People's Vote on the final deal, our party membership is at an all-time high of nearly 100,000, and in 2018 we gained more seats in council elections than any other political party. Our leader Vince Cable has announced exciting new initiatives to open up and modernise the Party, which will be voted on at our spring conference in March 2019, and we are gearing up for a People's Vote or a general election [or both] which could take place sometime in 2019.

You will be joining and leading an experienced fundraising team that is focused on mobilising support from major donors to enable further growth across the Party and to help fund future elections. We have ambitious targets to reach in the years ahead and we are

looking for a highly organised, motivated, and dynamic individual with strong fundraising and management skills and an interest in politics.

Key Responsibilities

1. Work with the Director of Fundraising to deliver on fundraising targets and execute our fundraising strategies for major gifts, mid-level donations and legacies;
2. Lead in the day-to-day management of the fundraising team, including line management of 3 team members;
3. Identify, cultivate and solicit five and six-figure gifts from donors and prospects;
4. Oversee our donor events programme;
5. Support and deploy the Party Treasurer, Party Leader, CEO and the 12-member Fundraising Board in our fundraising efforts;
6. Oversee our donor communications and draft funding proposals.

PERSON SPECIFICATION

We are looking for an organised, motivated and experienced individual who will thrive in an externally-facing role and a fast-paced work environment.

Essential Skills and Experience

1. At least 5 years of experience in major donor fundraising, with a focus on individual donors and HNW individuals;
2. At least 3 years of management experience;
3. Confident and able communicator who can successfully approach donors and prospects and persuade them to support the Liberal Democrats;
4. A proven ability to secure five and six-figure gifts from donors and prospects;
5. Experience of working with senior stakeholders and board members and engaging them in fundraising efforts;
6. Excellent writing skills and experience in developing compelling donor proposals and providing strategic advice for briefings;
7. Flexibility to work some evenings throughout the year and to travel outside of London for our spring and autumn party conferences;
8. Sympathy with the aims and values of the Liberal Democrats.

Desirable Skills and Experience

1. Knowledge of PPERA rules governing donations to political parties;
2. Experience with Raiser's Edge database

3. Experience with legacy fundraising.

APPLICATION PROCEDURE

Please apply online on our website by attaching: -

- 1) A copy of your CV; including complete work history
- 2) A Covering Letter; no more than 2 pages of A4 in length, indicating clearly how your experience and skills meet the criteria stated in the job and person specification. Please also write your name on top of your supporting statement.
- 3) A completed diversity monitoring form (available with this pack).

Applicants are encouraged to inform us if any reasonable adjustments are needed to be made during any part of the recruitment process.

Closing date: Wednesday 23rd January

First round interviews will be conducted w/b 28th January

Please note: We will not be able to employ you if you are not eligible to work in the UK. We will not be able to obtain a work permit on your behalf.

The Liberal Democrats are equal opportunity employers and particularly welcome applications from groups who are currently under-represented in our staff.