



Fundraising Manager Application Pack



Kick London, a company limited by guarantee, registered in England and Wales no.48315
and a registered charity no.1100072

KICK'S MISSION

At KICK, we are motivated to respond to a sense of hopelessness in many young people today as 1/3 of young people aged 15 identify with a mental health condition, 2million grow up without a father at home, many are disconnected from local communities with 95% now not attending church. We aspire to see a generation of young people who will reach their God given potential; where communities have been socially impacted; and where spiritual change has transformed a nation. Our mission is to **transform young people's lives, with God's love, through sport and support**. We do this through values-driven physical education, street dance, mentoring, chaplaincy in schools and community KICK Academies to impact a sense of hopelessness and give them a hope for the future and a joy in the present.

KICK work in Infant, Junior, Primary, Secondary, Pupil Referral Units, Private and Special Schools to deliver the following services with Christian values embedded throughout every session:

- PE National Curriculum
- Transformational Street Dance
- Solutions Focused Mentoring
- Schools based Chaplaincy

In all that we do we seek to live out our values to encourage young people to be *aspirational*, to be *compassionate* in all circumstances, to deliver *excellent* quality sessions, and to be *intentional* in building relationships and sharing the Gospel with young people every day and to show *integrity* in our decision making at all times. KICK is a growing charity currently working with over 100 schools and have established 30 KICK Academies across the UK. Our staff team has more than doubled over the last 3 years with KICK now employing over 90 staff. As an organisation, we are engaging with over 30,000 young people every week and come closer to achieving our vision to reach a generation of young people, within a generation of time.

KICK APPLICATION PROCESS

Please send your CV and covering letter to our HR Manager – beccilee@kick.org.uk

Your covering letter should include the following areas and should clearly show how your skills and experience meet the requirements for this post.

Aspirational - We believe in being aspirational towards our young people and in all that we do.

Please share your aspirations within the role of Fundraising Manager and how to intend to drive the role to be a success.

Compassionate – We believe in showing compassion to every young person we engage with.

Please tell us about your experiences as a Christian and how you have shown compassion within interactions with colleagues and key partners previously.

Excellence – We believe in striving for excellence in every area of our work and learning.

Please tell us about your previous experience where you have shown excellence in your approach and execution of projects, as well as how your skills and experience are relevant to this post.

Intentional Relationships – We believe in taking opportunities and making intentional relationships with both young people and partners of KICK.

How are you suited to serving and developing the work of KICK through your management and leadership?

Integrity – We strive to be a people of integrity in our actions and all our decision-making.

What makes you stand out from others to make us bring you in for an interview?

If you do have any questions, please connect beccilee@kick.org.uk

KICK JOB DESCRIPTION

Title:	Fundraising Manager
Based in:	London/Outside negotiable
Hours of work:	Part Time/Full Time
Line Manager:	Chief Executive Officer/Chief Operations Officer
Salary:	£33,272 - £34,300 (Full Time) Salary Scale

Role Purpose:

The purpose of this role is to help deliver KICK's vision by securing new income streams through fundraising. The successful candidate will provide both strategic direction and guidance to ensure that KICK's fundraising targets are met. The role will lead on development of the KICK Fundraising Strategy, working with the CEO to seek new grant funding income and establish new fundraising streams such as monthly donors and legacy giving impact KICK's capacity for growth and diversify income. The role will also involve working closely with both the senior leadership team as well as the board of Trustees to maintain and grow a solid foundation for KICK to grow. The role will involve submission applications each month, as well as management of a team of bid writers. The successful candidate will also be committed to relationship managing active funders, working with KICK managers to implement new funded provision and ensuring reports are accurately collated.

Key Responsibilities and Accountabilities:

Grant Applications

- **Developing Strategy:** Develop and oversee the delivery of the KICK fundraising strategy, exploring diverse income sources, including individual donations, events, corporate sponsorships, and grant partners to meet short term and long term financial goals
- **Bid Writing:** Responsible for bid writing for new fundraising applications for KICK as per agreed annual targets which align with the work of KICK.
- **Partnerships:** Seeking new strategic partners and new funder opportunities to build relationships and approach for funding.
- **Team Leadership:** Managing a small team of bid writers to write new applications providing guidance where required and to embody our ACEll values when leading the team to enhance quality practise and standards across KICK.

Individual Giving

- **Donor Cultivation:** Build and maintain relationships with a diverse range of donors, including major donors, individual givers and corporate partners.
- **Campaign Management:** Create and manage integrated campaigns across multiple channels, including digital and traditional methods.
- **Event planning:** Organise and execute various fundraising events, such as galas or auctions.
- **Legacy Giving:** Develop a long term Legacy giving programme for Donors.

- **Database management:** Maintain an accurate database of donors, recording their profiles and fundraising activity to analyse future plans.
- **Compliance:** Ensure all fundraising activities and materials are compliant with relevant legislation, including GDPR and the Fundraising Code of Practice.

Relationship Management & Reporting

- **Monitoring:** Responsible for monitoring performance, invoicing, reporting to funders on current agreements and contributing to the preparation of new application outcomes.
- **Engagement:** Stewardship to keep existing donors engaged and informed about the impact of their contributions to encourage long-term support.
- **Collaboration:** Timely and accurate internal reporting for managers, the board, and funders on progress towards fundraising goals.
- **Impact Measures:** Responsible for implementing and developing KICK's Impact Measurement process to prove KICK's work

Person Specification:

Proven Experience

- Proven experience within a management role.
- Experience of successful bid writing and relationship management of funders.
- Experience in leading teams, setting objectives, and overseeing projects.
- Experience of strategic planning and business development.
- Experience of communicating with senior leadership in matters of strategic importance. The applicant should have the ability to influence internal and external partners to understand and accept concepts, practices and approaches of the job area.
- Experience of project and campaign management.
- Proven ability to build and nurture relationships with a diverse range of stakeholders, including major donors, corporate partners, and volunteers.

Skills and Abilities

- Excellent written and verbal communication skills for writing proposals, applications, and persuasive pitches.
- A good understanding of IT packages and systems.
- A forward thinker with the ability to be proactive in improving current activities and processes.
- Ability to empower, motivate and lead others through supporting teams to succeed, investing in the capabilities of staff and providing clear feedback.
- Ability to show responsibility and accountability for quality outcomes whilst keeping a firm focus on priority management.

Personal Qualities

- The Desire to own, guard and deepen KICK's Christian ethos, vision, mission and values.
- Able to take the initiative and be a self-starter.
- Passionate to see young people and staff progress and achieve their full potential.
- Clear Enhanced DBS

Professional Competencies

INFLUENCE PATHWAY: MANAGERS		
<i>Manages a team with focus on policy and strategy implementation. Establishes operational plans with measurable contribution towards the achievement of results of the job function. Focus is on short-medium term operational plans (e.g., up to 1 year). Provides measurable input to new products, processes or standards in operational plans that will impact KICK</i>		
A	Seeing the big picture	Drives Christian Ethos and makes decisions by relying on God. Facilitates continuous improvement; develops services and supports delivery priorities that empower others deliver the greatest value.
	Changing and improving	Responsible for making moderate to significant improvements of processes, systems or services to enhance performance of job area. Energetic & committed to executing growth. Modelling an openness to change and improvement as a conscious competence, sharing smarter ways of management.
C	Building capacity for all	Manages a small to mid-sized team consisting of experienced professionals. Leads, directs and reviews the work of a team who exercise latitude and independence in their assignments. Able to delegate and matrix manage other functional areas. Invest in the capabilities of coaches, to be effective now and in the future, giving clear, honest feedback & supporting individuals to succeed.
	Making effective decisions	Problems and issues faced are numerous and undefined, and require detailed information gathering, analysis and investigation to understand the problem. Problems are difficult and moderately complex. Problems typically impact multiple departments or specialties. Problems are typically solved through drawing from prior experience and analysis of issues. Reaches evidence-based plans, evaluating options, impacts, risks and solutions.
E	Delivering at pace	Delivering timely performance with energy, taking responsibility and accountability for quality outcomes. Works toward agreed goals, activities and deals with challenges in a responsive, positive and constructive way. Typically, has hiring, firing and promotion authority within own area, in accordance with manager review and approval.
	Managing a quality service	Confident to manage others. Requires practical knowledge in leading and managing execution processes, projects and tactics within a job area. Typically has advanced knowledge and skills within a technical discipline to compound impact on KICK. Valuing and delivering excellence to meet service objectives, taking account of diverse stakeholder needs and requirements. Plan effectively, organise & manage time & activities to manage quality, reliable & efficient services
I	Leading and communicating (Internal)	Explains policies, practices and procedures of the job area to others within the organisation. May work to justify and gain cooperation of other parties on practices, policies and procedures. Sometimes requires ability to influence others outside of own job area on policies, practices and procedures. Confident to share KICK with pride and passion, able to communicate KICK's mission and direction with clarity, integrity, and enthusiasm.
	Collaborating and partnering (External)	Communicates within and outside of own job function, which may include external partners depending upon the job function. Rapidly responsive in personal communications. Works collaboratively, shares information appropriately and builds supportive, trusting and professional relationships with a wide range of partners, having the confidence to challenge assumptions.
I	Delivering value for money	Typically, does not have budget but may manage certain processes or projects within a defined budget set by management. Works to agreed goals and activities, deals with challenges in a responsive, positive and constructive way.
	Skills	Typically, Degree or equivalent experience, minimum 10 years-experience.