



football  
in the  
community

PORTLAND  
CENTRE

# Head of Income Development job description and person specification

**Job Title:** Head of Income Development

**Responsible to:** Chief Executive Officer

**Responsible for:** Income Development Team circa 4 staff (to be recruited)

**Salary range:** £39k -£45k

## Notts County FC Football in the Community: (FITC)

Our aim is to provide high quality, accessible, life changing opportunities through sport and physical activity, improving people's health, education, confidence and skills, increasing positive behaviours and bringing enjoyment to the people we work with. To use the power and strength of both Notts County Football Club and sport to engage with the local community. FITC also manage and operate the Portland Centre, a Nottingham-based community leisure centre based on Muskham Street in the Meadows. With its swimming pool, sports hall, gym, courts and wider sporting facilities, the Portland Centre is a stone's throw from Notts County FC's Meadow Lane ground, and easily accessible to customers/people who live locally. Operating Portland Centre allows Football in the Community the opportunity to serve the local community better. Using the centre as a hub for our programme delivery ensures that people from the Meadows and wider Nottingham community can benefit from using Portland Centre and our support and expertise on a regular basis. In addition, regular centre members can take satisfaction from the fact that their membership fee goes back into supporting our vital projects. It's a leisure membership that's good for the heart, AND the soul!

## ***Role purpose:***

- To lead a new team; anticipated to include colleagues focused on Marketing & Communications, Bid Writing, Fundraising, and Events and Partnerships and to support the development of our growing monitoring and evaluation work.
- To lead on the growth and delivery of 'The Founders Club' our new network of corporate supporters. Through this work to cultivate and grow our current list of 30+ corporate and business supporters.
- To maintain and develop our calendar of community fundraising events and to become a member of our internal Income Development Committee.

## ***Key Accountabilities & Responsibilities:***

- Develop the profile of Notts County Football in the Community (FITC) and build successful relationships with major donors, corporate organisations and trusts and foundations
- As a member of the Senior Management Team input into the overall development of the organisation, including working closely with key contacts within Notts County FC
- Develop and implement a 4-year fundraising strategy for 2020-2024
- Through the team you lead to research, generate and manage a portfolio of major donors, corporate, trust foundation and statutory/government funding agency prospects
- Oversee the relationship management of key funders in consultation with the CEO
- Contribute to the preparation of Notts County Football in the Community strategic and business plans and annual budgets as a member of the Senior Leadership Team.
- Establish effective recording systems for information, monitoring and evaluating fundraising, including financial and non-financial objectives



**Operational Responsibilities:**

- Manage the operational and strategic income and expenditure budget of the Income Development team
- Be responsible for all operational and strategic aspects of fundraising including staff, infrastructure, the database (to be defined), website and ensuring donors are properly thanked and cared for
- Manage and oversee funding bids and reporting to maintain and develop FITC corporate, trust/foundation and statutory/governmental revenue streams
- Manage the generation of legacy income
- Lead, manage and provide direction to the Income Development Team
- Propose and develop online fundraising and awareness campaigns using social media
- Through your team organise and co-ordinate major fundraising events. This includes project management and coordination of any volunteer networks to ensure the smooth running of each event. Monitor the income and expenditure on these events to assess profitability
- Provide input into the marketing of FITC products and services
- Establish and maintain a regular fundraising presence on the website and in the newsletter
- Liaise with the Chief Executive and Senior Management Team to gain maximum media coverage for fundraising activities under your control
- Manage and control the production of outgoing promotional literature to support Income Development activities in line with FITC branding guidelines
- Ensure that all fundraising contacts are entered into the appropriate database in a timely manner
- Attend meetings and report when required to the CEO/Trustees

**General Duties**

- To attend and contribute to regular management meetings and other appropriate meetings
- To participate in the all staff FITC appraisal and supervision process
- To follow by FITC policies and procedures at all times including Health and Safety, Equal Opportunities and Confidentiality
- To act as an ambassador for Notts County Football in the Community at all times
- To undertake any other duties that may be required as deemed appropriate; including deputising for CEO where appropriate

Football in the Community (FITC) believes that safeguarding – and the protection of all children, young people and adults at risk – is everyone’s responsibility. Staff working on behalf of FITC must ensure that:

- They recognise the position of trust they have by working for FITC
- Their behaviour is always appropriate
- They observe and put into practice all policies, procedures and processes established for the safety and protection of children and adults
- They follow the procedures for responding to signs and suspicions of abuse
- In every respect, the relationship they form with children and adults are appropriate



**PERSON SPECIFICATION**

**Title:** Head of Income Generation

**Responsible to:** Chief Executive Officer

ESSENTIAL	DESIRABLE
<p><b>Experience and Knowledge</b></p> <ul style="list-style-type: none"> <li>▪ Experience of formulating and implementing Income Development strategies and proven achievement in reaching annual income targets</li> <li>▪ Proven track record of securing significant grants from trusts, major donors and companies</li> <li>▪ Strong financial awareness to analyse income against budget and forecast income trends</li> <li>▪ Ability to create, deliver effective written &amp; verbal presentations</li> <li>▪ Experience of managing own workload with limited supervision and working under pressure to achieve deadlines</li> <li>▪ Excellent IT skills including Microsoft Office and experience of developing and using contact databases Views and Salesforce</li> <li>▪ Experience of online fundraising techniques and using social media for fundraising</li> </ul>	<ul style="list-style-type: none"> <li>▪ Significant experience in preparing, submitting and winning tenders</li> <li>▪ Proven track record of growing income from events</li> <li>▪ Membership of Institute of Fundraising, Institute of Marketing or Institute of Public Relations</li> </ul>
<p><b>Personal Qualities/Attributes</b></p> <ul style="list-style-type: none"> <li>▪ Strong interpersonal skills with natural relationship building abilities</li> <li>▪ Aptitude for strategic thinking and operational planning and implementation</li> <li>▪ Self-starter; able to display initiative and proactive approach to problem solving</li> <li>▪ Strong time management and organisational skills</li> <li>▪ Commitment to equal opportunities in practice</li> <li>▪ Interest and understanding of charities and Sports/Community Development</li> <li>▪ Willingness to travel to fundraising events and work outside normal office hours, including weekends, when required</li> </ul>	<ul style="list-style-type: none"> <li>▪ An achiever who can agree and deliver challenging targets</li> <li>▪ A high level of written and verbal communication skills acquired through practical experience of writing effective news articles and dealing with all aspects of the media</li> <li>▪ High level of flexibility to deal with unexpected situations and be able to respond rapidly to short notice Income Development opportunities</li> <li>▪ Methodical and organised approach to planning, implementation and record keeping for all activities with a high level of attention to detail</li> <li>▪ Experience of working as part of a senior management team</li> <li>▪ Educated to degree level or equivalent</li> <li>▪ Knowledge of tax effective giving</li> </ul>

***Our package includes***

- Competitive salary
- 20 days of holiday plus 8 public holidays + extra days off during Christmas Period
- 3% employer pension contribution
- Family friendly flexible working arrangements
- Gym membership at The Portland Centre
- Access to a mental Health specialist
- Season tickets to Notts County Football Club
- Personal growth is a key and invest in learning and development opportunities.
- We are a sociable bunch and host pay day drinks, quarterly lunches, quiz nights and cultural and sporting activities to socialise and have fun with your colleagues.