



Head of Development

Job grading/salary scale: 5 (£34,285-43,500)

Hours of work: 35 hours per week

Reporting to: CEO

Responsible for: Fundraising & Communications Manager, Corporate Partnerships Manager, Commercial Manager,

Location: Central Bristol office, with flexible home working approach

Frank Water was established in 2005 as a social enterprise, selling bottled spring water to restaurants and cafes and donating the profits to the NGO bringing clean water to some of the poorest communities in India. Since 2005, working in India, Nepal and the UK, Frank Water has supported over 455,700 people to access safe water, sanitation and good hygiene. Frank is in the third year of its five year strategy to deliver its vision of a future where everyone, everywhere has access to resilient water resources for generations to come.

The Head of Development is an exciting new role designed to integrate income generation across the charity and the social enterprise. A key member of the SLT, the Head of Development will set and drive the strategy to increase income from fundraising and support the commercial development of the CIC services and products to new markets.

Reporting to the CEO, the Head of Development will work closely with the Head of Programmes & Funding, and manage the Fundraising, Commercial and Communications teams.

Purpose:

The Head of Development will;

- Set the strategy and be responsible for income generation across Frank Water including fundraising, commercial sales and development
- Lead an integrated communications strategy which includes thought leadership, brand development, communicating impact, agreeing marketing messaging of commercial opportunities and of fundraising opportunities
- Be external facing and support the CEO with donor pitches and relationship management
- Ensure compliance and good governance in income generation across the organisation

About the candidate:

The ideal candidate will have experience in income generation through fundraising and/or through commercial channels. You will be entrepreneurial and dynamic, keen to make your mark and develop sustainable income streams to enable increased impact for the marginalised communities we work with. You are a natural relationship manager with high emotional intelligence and a proven track record of managing teams with a professional, enabling style.

You will be proactive, organised, and an excellent communicator with strong attention to detail. You will have proven your communications skills and have a gift for quickly building strong working relationships with internal and external stakeholders. You are self-motivated, tenacious, and solutions focussed.



It is essential you're passionate about bringing safe water to communities for generations to come and you will be keen to develop an understanding of all aspects of our work. You are able to travel throughout the UK when required to meet donors and partners. There will be opportunities to visit our projects overseas and you will be comfortable to travel for up to two weeks at a time when these opportunities arise.

Key responsibilities and duties:

Income Generation

- Understand and deliver on the funding needs of the organisation including fundraising and commercial income opportunities
- Maintain an external focus and represent Frank Water to donors and partners, and at events.
- Ensure a diverse and balanced income portfolio to include philanthropy, legacy fundraising, corporates, trusts and foundations and commercial.
- Support the fundraising team to establish multi-year fundraising opportunities.
- Set and manage the annual income generation budget, including monthly and quarterly re-forecasting
- Build good working relationships with Frank Water's international teams and partners to support fundraising and communications internally and externally.

Communications

- Lead on Frank Water's Communications strategy
- Develop systems and processes to enable a reliable and good quality flow of information from our programmes and projects

Governance

- Lead on fundraising compliance and GDPR for the organisation
- Report quarterly on progress to the Board of Trustees

Leadership

- Work closely with the SLT to deliver on the wider organisational strategy
- Work to agreed KPIs and report on progress to the Board of Trustees.
- Line manage the Commercial Manager and Fundraising and Communications team with a professional and enabling approach that encourages a collegiate and supportive culture

Person Specification

Essential:

- A proven track record in securing 4 and 5 figure gifts and significant income generation
- At least three years' fundraising experience
- At least two year's experience within the commercial retail or service sectors
- An inspiring and empathetic leader and manager
- The ability to think creatively and strategically
- A proven ability to prioritise workload and meet deadlines
- Excellent presentation and written communication skills



- Excellent oral communication skills with a high degree of diplomacy, tact and confidence, both internally and externally
- Being an excellent team player who can work on your own initiative to plan and manage your workload

Desirable:

- Attention to detail in every area of your work
- Ability to develop strong relationships both internally and externally
- Willingness and ability to work within a small organisation within a predominantly part time staff team operating from an open-plan office environment.
- Willingness to 'get stuck in' as well as manage the team.
- Experience in the international development sector
- Knowledge of fundraising trends

To request a job pack or an informal conversation about this role with Katie Alcott, Frank Water CEO please email kalcott@frankwater.com with the subject line: Head of Development.

To apply, please send a CV and covering letter outlining why you wish to be considered for this role, with the email subject: Head of Development to hr@frankwater.com by **10am on Monday 9th January**.

Applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. An early application is therefore strongly advised.