

Application pack: Deputy Director (Funding, Membership and Development)

Full time, permanent

Managed by: Director

Manages: Membership and Data Officer; Finance Officer

Salary range: £44,831–£49,840

Purpose of the role

The Deputy Director (Funding, Membership and Development) is responsible for development and oversight of PSC's fundraising and membership recruitment and engagement strategy. This includes strategies for sustaining and building upon existing donor relationships, and building diversified income streams including high-level individual donors, legacies, grants, and trade union donations. You will work alongside the Deputy Director (Campaigns) and the Communications Officer to ensure that fundraising and campaigning messages and activities are fully integrated. You will keep abreast of trends and opportunities in fundraising to achieve PSC's fundraising targets. As part of the Senior Management Team, alongside the Director and Deputy Director (Campaigns), you will support the development of the organisational budget and ensure that all delegated budget expenditure is in line with the agreed budget.

Key responsibilities

Funding, Development, and Membership

- To support the Director and Executive Committee in developing PSC's Annual Plan in line with PSC's democratic processes.
- Oversee the development and implementation of PSC's fundraising strategy.
- Oversee the development and implementation of PSC's membership-growth strategy.
- Work alongside the Deputy Director (Campaigns) and the Communications Officer to ensure that fundraising and campaigning messages and activities are fully integrated.
- Set efficient and tailored strategies for communicating with and deepening existing donor relationships. This will include developing materials for different stages of supporter journeys.
- Develop and sustain new donor streams including individual high-level donors, trade unions, legacies, plus grants and trusts.
- Ensure improved member and donor engagement including via the development of high quality financial and narrative reports to donors.
- Lead on the development of a programme of fundraising events.
- Work alongside the Deputy Director (Campaigns) and the Communications Officer to maximise income raised through PSC's online presence including the testing and optimisation of digital channels for recruiting supporters.
- Keep abreast of opportunities and trends in fundraising to achieve the organisation's fundraising targets.
- Develop merchandise schemes including PSC's direct sales of merchandise.
- To ensure regular Fundraising and Membership reports are provided for the Director and Executive Committee.

Management

- To line manage all staff reporting to this post, ensuring all have clear work-plans and receive regular appraisals.
- As part of PSC's Management Team, ensure PSC is a positive place to work. Support the building of a staff culture where everyone is valued and equipped to do their job.
- Promote diversity and equality in the workplace.
- Ensure staff reporting to this post remain focused on priority work areas and adhere to all relevant policies and legal requirements.
- To ensure all staff reporting to this post receive regular training and development opportunities.
- To ensure all new staff reporting to this post receive appropriate induction into their roles.
- To work as part of PSC's Management Team to develop the organisational budget and to ensure that all delegated budget expenditure is in line with the agreed budget.

Finance and Administration

- To assist the Director in the production and review of annual budgets.
- To help ensure relevant expenditure is in line with agreed budgets.
- As part of the Senior Management Team, to support the development and maintenance of PSC's data management systems.

Flexibility

- In order to work effectively in a changing environment, other reasonable tasks may be required.
- The post-holder must be prepared to travel throughout the UK and on occasion internationally, and to work varying hours.

Personal specification

Essential knowledge and experience

- Significant experience and knowledge of developing and delivering fundraising strategies for a comparable organisation.
- Experience of fundraising from major donor sources, such as institutional funders and major individual donors.
- Proven experience of developing compelling funding proposals and donor feedback reports.
- Experience of organising successful fundraising events.
- Experience of staff management in a comparable organisation.

Desirable knowledge and experience

- Knowledge of the key issues regarding the situation in Palestine and an understanding of the appropriate framings to explain this situation.
- Understanding of how a democratic membership organisation operates.

Essential skills and attributes

- Demonstrable commitment to PSC's aims and objectives.
- Clear and demonstrable commitment to anti-racism, equality, and diversity.
- Proven ability to build networks and relationships with donors and external partners.
- Highly developed and effective verbal, presentation, and written skills.
- Excellent interpersonal skills.
- Politically aware of current affairs.
- Leadership skills and an ability to support staff to achieve high standards of performance.

PSC is an equal opportunities employer; we welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.