

## Fundraising Consultant

### We'd love you to join us in making the world a better place

Thank you for getting as far as this. If you've downloaded the role profile we guess you must be serious about applying for the job we've advertised. We'd love you to join us in our mission to transform the performance of value-driven organisations worldwide.

The attached role profile gives you a formal sense of what we're looking for in one specific part of our expanding, socially committed business. For more information about =mc's mission, vision, and values visit [www.managementcentre.co.uk/pages/mission\\_vision\\_values.html](http://www.managementcentre.co.uk/pages/mission_vision_values.html).



You don't need to be a management trainer or consultant at the moment. We are interested in smart adaptable individuals with an interest in management who are good communicators and able to build rapport with groups and individuals.

We **do** need you to share a commitment to making the world a better place.

### About our customers

We're clear the very best thing about =mc is the kind of people you get to work with. We offer the chance to work with some of the UK's most exciting and challenging organisations. This includes high profile charities like the British Red Cross, Fairtrade Foundation, and Alzheimer's Society. We're also proud to help improve the work of many public bodies from Canterbury City Council to the GLA and the London Olympics. Internationally we work with many leading INGOs from UNICEF to Concern Worldwide, and UNAIDS to Amnesty International. Finally, we also work with cultural organisations such as Imperial War Museum, Tate, and National Trust for Scotland.

=mc is currently a team of 20 people in the UK, making us the largest consultancy for not-for-profits in Europe. And we plan to grow, despite the recession, in response to continuing customer demand.

Part of our growth is international. We have partner companies in the USA, Brazil, Mexico, Asia, Australasia and the Middle East. Visit [www.managementcentre.co.uk/pages/partners\\_international.html](http://www.managementcentre.co.uk/pages/partners_international.html) for more information.

We offer competitive base salaries for the sector plus what we believe is the most generous advance profit and profit share scheme in the market. We're keen that everyone shares in =mc's success.

## Our current structure and how you'd fit in



**=mc** is committed to growing in the next 12-18 months. To enjoy working here you'd have to be comfortable in a fast moving innovative organisation where individual responsibility for results is high. We work in three teams: management training, management consultancy and fundraising consultancy. Each team is headed by a Principal with a mixture of senior consultants and consultants working to them.

### About your development

We need you to bring your skills, ability and experience to **=mc**. But we're committed to offering:

- A major investment in your training and development to help you take on demanding assignments
- The chance to work alongside and learn from some outstanding colleagues and to share your skills with them
- Access to **=mc** learning resources and significant in-house coaching to help you get up to speed on the latest thinking

To learn more about **=mc**'s formal development strategies visit [www.managementcentre.co.uk/pages/training\\_development.html](http://www.managementcentre.co.uk/pages/training_development.html).

### About =mc's fundraising consultancy business

**=mc** is unique. We focus on fundraising work in four main areas:

- **Major strategic interventions**, such as working with the NSPCC on their Full Stop & Childline merger strategy
- **Capital campaigns**, such as a £20M campaign for the Scouts Association or £40M for Hepworth Wakefield Gallery
- **Major gifts programmes**, for example helping Action for Children to build a high achieving major donor practice
- **Building organisational capacity**, such as working with the British Council in Russia India and China to develop local skills in corporate fundraising

We don't normally advise on DM, new media, special events etc. and stick to work where we can add significant value.

We only deliver work through our own consultants and have no 'associates'. We do this mostly because we've developed a number of proprietary technologies and approaches we share among ourselves, and partly because we believe that we can only maintain high quality by managing our time and energies. You'd be expected to contribute to this business model. You'd also be expected to contribute to our intellectual property.

## **About the Team**

=mc's fundraising team consists of four people at the moment:

Angela Cluff is Principal Consultant & Deputy Director. She heads up the business and came to us from Deputy Director at the NSPCC where she led much of the influential *Full Stop* campaign.

Alex Jelly is a Fundraising Consultant. She is experienced in strategic corporate, trust, community and particularly major donor fundraising. She has also spent time serving as a trustee and enjoys working with boards to enhance the fundraising potential of their organisations.

Eibhlin Morley is a Development Consultant. She has diverse experience in development and fundraising and has a strong track record in stakeholder engagement and major gifts fundraising for the Third sector.

Bernard Ross is a Director of =mc. He also works as a member of the fundraising team responsible for innovation and major donor coaching.

## **Role Profile**

<b>Job title:</b>	Fundraising Consultant.
<b>Hours:</b>	9.00 am – 5.30 pm while in the office. The nature of 'on-site' work is that there is not a fixed working day. There will be some evening work and travel.
<b>Salary:</b>	30-40K - Negotiable according to experience. We operate a quarterly unlimited over target advance profit share system based on delivery. After the first year of employment we offer a discretionary annual profit share scheme.
<b>Probationary period:</b>	Six months from appointment.
<b>Period of notice:</b>	One week either side during probationary period, then eight weeks either side once confirmed in post.
<b>Responsible to:</b>	Principal Fundraising Consultant.
<b>Holidays:</b>	25 days per year (five to be taken during Christmas period) plus public holidays.
<b>Overall Purpose:</b>	To deliver high quality fundraising consultancy, that creates results, to =mc's customers.

## **Responsibilities**

### **Primary:**

- to deliver outstanding consultancy, specifically in fundraising, but also in related areas such as strategic business planning and organisational reviews to =mc's customers

### **Secondary:**

- to share in planning, developing and shaping =mc's fundraising and consultancy business
- if appropriate, to teach on =mc's 'open' and in-house training programmes

### **Specifically:**

- Customer contact
  - to produce analyses, strategies and recommendations in response to customer needs
  - to coach and facilitate members of staff, trustees, and influential individuals associated with =mc's customers to deliver successful outcomes
- Business development
  - to visit organisations who have requested consultancy to discuss their needs
  - to prepare written proposals and estimates

- to prepare presentations and pitch for consultancy work
  - to represent **=mc** on agreed occasions at meetings conferences and programmes
- Organisational development
  - to take an active part in shaping **=mc**'s future
  - to take an active part in developing the consultancy business and profile
  - to coach colleagues in your areas of expertise
  - to work with other staff members as a member of a team

## PERSON SPECIFICATION

### Fundraising Consultant

	<b>Essential</b>	<b>Desirable</b>
Previous experience & knowledge	<ul style="list-style-type: none"> <li>● working in a charity or NGO in a fundraising/marketing role</li> <li>● experience of fundraising especially in strategy, big gift, corporate and capital campaigns</li> </ul>	<ul style="list-style-type: none"> <li>● understanding of trends in contemporary fundraising practice and management theory</li> <li>● membership of Institute of Fundraising or other appropriate professional body</li> <li>● experience of writing/preparing proposals</li> <li>● experience of making presentations and pitches</li> </ul>
Skills	<ul style="list-style-type: none"> <li>● excellent interpersonal and communication skills – written and spoken</li> <li>● high level analytical skills</li> <li>● ability to provide creative and strategic solutions</li> <li>● ability to explain ideas, methods and concepts clearly</li> <li>● ability to prioritise and organise your time</li> </ul>	<ul style="list-style-type: none"> <li>● skills in helping people accurately identify their needs and meeting them</li> <li>● ability to prepare and present proposals and pitch for business</li> </ul>
Attitudes	<ul style="list-style-type: none"> <li>● willingness to acquire new skills</li> <li>● willingness to learn and adopt =mc material and approaches</li> <li>● commitment to work both as a member of a team and individually on projects</li> <li>● strong business and commercial sense</li> <li>● willingness to work to defined targets</li> <li>● commitment to =mc's customer care and equal opportunities policies</li> <li>● commitment to the aims of non-profit organisations</li> <li>● willingness to work flexibly in a small business environment</li> <li>● sense of fun and enjoyment in work</li> </ul>	<ul style="list-style-type: none"> <li>● willingness to share your existing skill set</li> </ul>

## **Circumstances**

Work may include up to five consultancy days per week, but generally no more than three. Regular travel to customer venues – this can involve overnight stays away. Normal consultancy target is 9-11 days per month.

## **How to apply and our recruitment process**

We are currently recruiting for a number of jobs. Please make clear which job(s) you are applying for. Please also read the role profiles and background information.

Note we only consider applications which demonstrate you're committed to working with us – and that you 'get' the customer focus plot!

To apply you need to send two things:

- a C.V. highlighting your relevant transferable experience from your current setting- brief is fine
- a covering letter and statement explaining why you want to join the **=mc** team and how you would add value to our work

Please email your C.V. and covering letter to **careers@managementcentre.co.uk** putting the job title in the subject line.

We prefer to receive applications by email. If you are unable to email your application, please post it to:

The Management Centre  
117 Gauden Road  
London  
SW4 6LE

Or fax it to: +44 (0) 20 7978 2125

Please include an email address and daytime phone number.

## **Process**

We'll reply by email or phone to your application if successful. We will invite you to:

- a group interview, to help identify your skill sand abilities in groups
- an individual interview, to help highlight your individual abilities