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**JOB DESCRIPTION**

**Title:** Development Manager – Sutton Local Giving

**Job Purpose:** To develop the Sutton Community Fund into a local giving model by building a partnership across the voluntary, public and business sectors; encouraging businesses and residents to become more involved with their community and support the most vulnerable; increasing giving (volunteering, support in-kind and donations) to fund projects to meet priority local needs; and developing a long-term growth strategy.

**Reporting to:** SCVS Chief Executive and Local Giving Steering Group

**Salary:** PO5/45

**Hours:** 14 per week (flexible hours)

**Location:** Granfers Community Centre, Sutton

**Contract**: Fixed Term for 12 months (with the possibility of extension)

**Main Duties and Responsibilities:**

1. Set up and support a steering group to oversee the work.
2. Review the Sutton Community Fund and other London Giving models and produce options for an effective local giving scheme in Sutton.
3. Create a brand and identity for the fund.
4. Actively engage with the London Giving Project managed by London Funders to learn from other boroughs and to share ideas and good practice.
5. Work with Opportunity Sutton, Successful Sutton, and other business programmes and networks to develop relationships with local business.
6. Identify local business leaders who can act as early champions for the fund and engage with and support its development and promotion.
7. Develop a strategy for ongoing engagement with businesses and residents in Sutton.
8. Identify priority community needs to be supported by a local giving model and put in place a process for agreeing the final priorities.
9. Create and deliver an awareness and marketing campaign, including a launch event.
10. Work with business champions, LBS, the voluntary sector and other stakeholders to engage business and residents in the campaign.
11. Put the required structures and systems in place to operate a successful local giving model.
12. Develop a long term strategy for Sutton Giving with income generation targets.

**General**

1. To be an active member of the SCVS Staff Team and attend all relevant meetings.
2. Receive and participate in supervision and training as deemed necessary and in line with SCVS policies.
3. Operate within and promote SCVS’s policies in areas of Equal Opportunities, Health and Safety and Customer Care.

**PERSON SPECIFICATION**

**Development Manager – Sutton Local Giving**

## Skills, Abilities and Knowledge

**Experience of:**

1. Operating at a senior level in the voluntary/community sector with a focus on fundraising/income generation or in business with a focus on supporting community projects (at least 2 years).
2. Developing voluntary sector/business partnerships with proven benefits for the community.
3. Creating and delivering effective fundraising strategies and campaigns.

**Knowledge of:**

1. The local voluntary and community sector and the business environment.
2. Place-based giving and local giving schemes.

**Skills and abilities to:**

1. Work on own initiative to plan, prioritise and successfully deliver a complex workload.
2. Work collaboratively as a member of a small team.
3. Negotiate, influence and persuade effectively in a range of environments.
4. Communicate with impact both in writing and verbally.
5. Create an effective fundraising campaign to increase local giving.
6. Develop strategic business plans to drive growth.
7. Put the structures and systems in place to manage a local giving scheme.
8. Work with a range of stakeholders to agree community priorities
9. Produce progress and monitoring reports for a variety of audiences.
10. Effectively use a range of IT resources to support the work (including spreadsheets, word processing software, databases and data analysis)
11. Integrate equality issues into all aspects of the work.

**Qualifications:**

1. Educated to degree level or equivalent.
2. A qualification in fundraising or marketing would be an advantage.