

## JOB DESCRIPTION

### Community Partnerships & Individual Giving Lead



May 2024

Version 0.1

<b>Job Description:</b>	Community Partnerships & Individual Giving Lead
<b>Salary:</b>	£30,000 PA (+3% Employer Pension Contribution)
<b>Hours:</b>	35 hours per week <i>With an expectation of some evening and weekend work</i>
<b>Accountable to:</b>	Income Generation & Training Manager; Chief Executive Officer

#### Overview

Sahir (formerly Sahir House) is the largest and oldest continuously operating LGBTQ+ charity in the Liverpool City Region. We are dedicated to fostering a brighter, healthier future for our communities.

We provide practical and emotional support, camaraderie and connection to:

- LGBTQ+ people
- People living with or affected by HIV

We actively confront injustice, combat discrimination, and address inequalities. By campaigning, we strive to create a fairer and more equitable society for those we serve. Our work is insight and data-driven and our programmes are co-developed with those we serve.

This is a unique opportunity for a passionate and strategic individual to further develop their experience and expertise within an evolving regional charity as our Community Partnerships & Individual Giving Lead. The ideal candidate will have relevant qualifications and/or equivalent experience and demonstrate a commitment to continuous learning and professional development.

This role is crucial in building and nurturing relationships with community partners and allies, with a predominant focus on partnerships, fundraising and individual giving to support our mission.

#### Relationship Development

##### Community Engagement

- Identify and engage with key community partners and allies.
- Together with the Fundraising and Training Manager and Senior Leadership Team, build and maintain strong relationships with local organisations, stakeholders, and influencers.
- Represent the organisation at community events, meetings, and forums to promote our mission and initiatives.

##### Partnership Building

- Under the direction of the CEO and Income Generation & Training Manager, develop strategic community partnerships to support organisational goals.
- Create and manage partnership agreements, ensuring mutual benefits and clear expectations.
- Collaborate with partners to develop joint initiatives and campaigns.

### Stakeholder Management

- Serve as the primary point of contact for community partners and allies.
- Ensure timely communication and updates on organisational activities and opportunities for collaboration.
- Organise and participate in events to strengthen community ties and foster new relationships.

### **Fundraising**

#### Individual Giving

- Together with the Income Generation & Training Manager, develop and implement a strategy for individual giving, including donor acquisition, retention, and stewardship.
- With direction from the Income Generation & Training Manager, create compelling fundraising campaigns and appeals to engage individual donors.
- Monitor and analyse donor trends to inform fundraising strategies and improve outcomes.

#### Donor Engagement

- Cultivate relationships with donors, providing personalised communication and recognition.
- Develop and manage donor events and activities to build loyalty and increase support.
- Prepare and deliver presentations, proposals, and reports to donors and prospects.

#### Fundraising Targets

- Set and achieve annual fundraising targets for individual giving.
- Track and report on fundraising progress, providing regular updates to senior management.
- Ensure efficient use of resources and maximum return on investment.

### **General**

- Manage your own professional development and training, including creating and maintaining a professional development plan. Attend training sessions and conferences as necessary for personal and organisational development. Stay abreast of industry trends and best practices.
- Undertake additional responsibilities as assigned by the CEO, aligning with the role's level and contributing to Sahir's strategic direction and operational efficiency.
- Participate in facilitating workshops, presentations, and training sessions as required.
- Play an active role in organising and coordinating community outreach activities, events, and volunteer recruitment drives, potentially involving out-of-hours work.
- Contribute to enhancing the organisation's public profile by representing Sahir at public events
- Contribute to Sahir's strategic planning and business development efforts.

PERSON SPECIFICATION  
Community Partnerships & Individual Giving Lead



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Attributes	Essential	Desirable	Method of Assessment
<b>Education/ Qualifications</b>	<p>Educated to degree level or equivalent experience/vocational qualifications</p> <p><u>And/or</u></p> <p>Equivalent experience and evidence of a commitment to continuing learning and professional development.</p>		<p>Application Form, Certificates &amp; References</p>
<b>Knowledge</b>	<p>Awareness and comprehension of common experiences and needs within the LGBTQ+ community.</p> <p>Dedication to promoting diversity, upholding human rights, and addressing health disparities.</p> <p>Familiarity with the range of statutory/voluntary sector services that are able to address the health, wellbeing and support needs and challenges of LGBTQ+ people.</p> <p>Knowledge of various fundraising techniques, particularly individual giving, major gifts, and online fundraising campaigns.</p> <p>Understanding of community engagement principles and practices to effectively build and sustain relationships with community partners and allies.</p> <p>Knowledge of fundraising regulations, ethical standards, and best practices to ensure compliance and maintain donor trust.</p>	<p>Awareness of how intersectionality may need to influence or shape our services to ensure effective engagement with communities.</p> <p>Understanding of the health behaviours and sexual health service needs of communities disproportionately impacted by HIV.</p> <p>Understanding of current HIV prevention issues and their implications for HIV prevention in practice.</p> <p>Familiarity with marketing and communication strategies to create compelling fundraising campaigns and communicate effectively with donors and partners.</p> <p>Knowledge of analytics as the interrogation of donor data to inform strategies and improve fundraising performance.</p> <p>Understanding of budgeting and financial management principles to track fundraising income, manage expenses, and achieve financial targets.</p>	<p>Application Form, References &amp; Interview</p>
<b>Experience</b>	<p>Proven experience in relationship development and fundraising, particularly in individual giving.</p>	<p>Experience in successfully coordinating and getting the best from volunteers</p>	<p>Application Form, References &amp; Interview</p>

	<p>Demonstrated success in building and managing community partnerships.</p> <p>Experience in planning and executing fundraising appeals and events.</p> <p>Track record of achieving financial targets in a similar role.</p> <p>Experience in project management</p> <p>Experience of maintaining accurate records and writing reports</p>	<p>Experience of bid writing and seeking financial solutions</p> <p>Experience with projects involving health behaviour, health training and community development</p> <p>Experience and knowledge of monitoring/evaluation systems</p>	
<b>Skills &amp; Competencies</b>	<p>Proficient in collaborating within a multidisciplinary environment and managing complex relationships with sensitivity and diplomacy.</p> <p>Exceptional verbal and written communication skills, with the ability to engage and inspire diverse audiences.</p> <p>Strong organisational skills, with the ability to manage multiple projects simultaneously and meet deadlines. Ability to develop and execute strategic plans effectively.</p> <p>Creative thinker with the ability to develop innovative training solutions and partnership opportunities. High level of accuracy and attention to detail in all aspects of work</p>	<p>Understanding of financial principles and experience in managing budgets to achieve financial targets.</p>	<p>Application Form, References &amp; Interview</p>
<b>Other Requirements</b>	<p>Proficient in utilising a variety of software tools and platforms, including CRMs, social media applications, and Microsoft Office suite to facilitate efficient and effective work processes.</p> <p>Personable individual with a positive outlook, conducting themselves professionally and confidently, with strong listening and negotiation skills.</p> <p>Demonstrates consideration for others and upholds respect for individual autonomy and confidentiality rights.</p>	<p>Car driver and/or ability and willingness to travel to different training/service delivery locations</p> <p>Fluent in languages other than English.</p> <p>Experience of working with diverse communities within a multicultural setting</p>	<p>Application Form, References &amp; Interview</p>

TERMS & CONDITIONS  
Community Partnerships & Individual Giving Lead



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<b>Post</b>	Community Partnerships & Individual Giving Lead
<b>Contract Duration</b>	Permanent
<b>Salary</b>	£30,000 PA (pro rata for part-time posts)
<b>Hours</b>	Full-time hours comprise 35 hours per week. Sahir implements a flexible working policy to promote work-life balance and family-friendly practices. Accrued hours can be taken as time off in lieu, subject to prior agreement with the line manager. The role may involve occasional evening and weekend work, necessitating flexibility.
<b>Pension</b>	Workplace pension scheme
<b>Holiday Entitlement</b>	The post holder is entitled to 28 days leave per year, plus public holidays (pro rata for part-time hours), increasing to 31 days after completion of three years' service
<b>Probation</b>	There is a three-month probationary period for this post. The post holder will negotiate probationary objectives as part of their induction process. These will be a set of achievable service and professional development objectives
<b>Management Supervision &amp; Reviews</b>	The post holder is expected to attend management supervision with their line manager and to have relevant service data available as requested. Management supervision should provide the primary professional support for the post holder. The post holder/s is also expected to take part in the annual staff review process to identify professional development goals.
<b>References</b>	Any offer of employment is subject to the satisfactory receipt of two references. Referees should be people who can comment on your abilities, but must not be relatives.
<b>Enhanced DBS Check</b>	A contract will be issued subject to satisfactory enhanced DBS, which Sahir House will administer.
<b>Trade Union Membership</b>	Sahir voluntarily collaborates with a recognised trade union, and all staff are encouraged to join.