



## **CHARITY MANAGER /Charity Director**

**Salary £38k per annum Pro Rata + TBC depending on experience/working from home – hybrid - 4 days a week with 1 or 2 days in the office. 12 month contract**

### **Job Description**

**January 2024**

You will be a big picture thinker, inspired and motivated by the impact of the cause. You will lead the UiD team, motivating colleagues and consultants to successfully build UiD into the charity the industry needs and relies on.

Started in 2020, UiD is a growing charity still in its nascent stages. As Charity Manager, you are the engine of the charity and will be relied upon to grow, develop and champion UiD. UiD has recently appointed a new Chair of Trustees to work alongside the founders Alex Dauley and Sophie Ashby who both have full time jobs and volunteer what spare time they have to UiD. This role needs someone who is energetic, proactive, engaging, confident and reliable to work autonomously and independently 90% of the time and really take ownership of the tasks at hand.

### **Key Elements of the role;**

- Fundraising – growing our relationships and networks to facilitate annual donations and grants and sponsorship
- Grow supporters and subscribers
- Maintain, nurture and keep existing supporters/subscribers
- Grow talent pool so that we have enough individuals engaged who can take advantage of the help provided by UiD
- With the help of the Charity Co-ordinator and Web manager build the Jobs Board as a service to our supporters and the wider industry and utilise website/instagram to help companies with diverse recruitment and monetise this resource for non-subscribers
- Push and grow the Resource Hub to provide useful content for our subscribers, supporters and partners

- Create satellite events in form of CV clinics, interview prep workshops, career advice and guidance speed dating etc
- Making sure UiD delivers their side of the agreement on the pledges that the companies have signed up for by setting up their 3 pledges
- Running and presenting the structured mentor training and with the assistance of the Charity Co-ordinator set up mentor/mentee matches and ongoing running of these relationships
- Lead, orchestrate and co-host events throughout the year to support our UiD community, spread the word and fundraise.
- Manage the P&L and report to Chair of Trustees quarterly on the financial position
- Develop the overall fund-raising strategy to include corporate, trust and major donor plans
- With the Board of Trustees set the charity's objectives and report into the Trustees on progress
- Create and be accountable for annual income and expenditure budgets. Oversee their delivery through monthly monitoring of management accounts and reforecasting; ensuring effective delivery, management and control of budgets
- Achieving agreed targets around income, new and renewing supporters/donors annually
- Developing and nurturing a pipeline of new supporters through networking, external events, online marketing
- Manage the Charity Co-ordinator and support cultivation of referrals and response to inbound enquiries and introductions
- Designing and facilitating a compelling calendar of co-hosted events in-person and online with the confidence to design and lead these events when required
- Owning the membership journey, ensuring opportunities to improve the experience implemented through ED&I training workshops, webinars, structured mentor training and networking events to build the UiD community
- Working closely with the marketing team around content creation for external communications

- Developing the alumni network and building the momentum around the United in Design community

**We are looking for an experienced leader, with a proven track record in the third sector and of working collaboratively as part of a team for a great cause.**

- Outstanding influencing skills with the gravitas to engage a wide range of stakeholders
- Strong presentation skills, comfortably conveying information to diverse audiences in person and online
- Excellent organisational abilities
- A confident communicator with excellent verbal and written communication skills
- Collaborative and consultative
- Solutions focused and inclusive approach
- Demonstrates honesty and integrity and promotes organisational values and behaviours
- Proficient in use of all MS Office applications

### **Key Relationships:**

Chair of Trustees

Charity Co-Founders and Trustees

Head of Council

Council Members

Steering Committee

Charity Co-ordinator who administrates Apprenticeship Scheme, Internships, Work Experience, Mentoring Programme School Outreach, Jobs board etc and contributes to socials

Social Media consultant who runs the website, Linked In, Instagram etc

Key major donors, corporates and trusts

United in Design supporters and partners

United in Design Apprentices, Mentees and Talent

Media Partners

Accountant and bookkeeper

We pride ourselves on our dedication to being an employer that values diversity. We firmly believe that each team member can provide a unique perspective and valuable contribution to the lives of the people we serve. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

**Closing date for applications midnight on Thursday 8<sup>th</sup> February 2024.**

Please apply in writing to include your CV and cover letter to [ClareCB@unitedindesign.com](mailto:ClareCB@unitedindesign.com) telling us about you and your previous experience and why you believe you would be the perfect fit for this role.