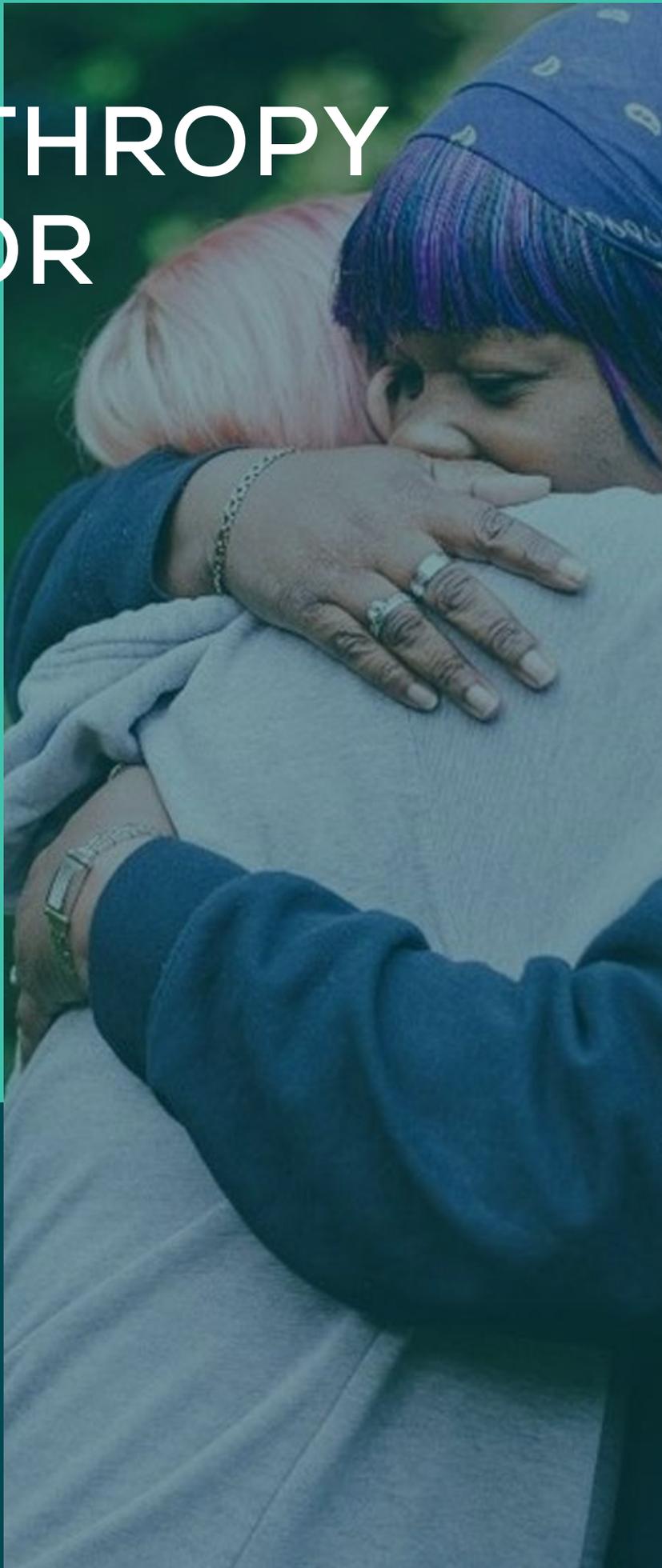


PHILANTHROPY DIRECTOR



Wiltshire
Community
Foundation

CHARITY NO: 1123126

CONTENTS

- 1 About Us
- 2 In a Nutshell
- 3 Role Description
- 4 About You
- 5 Staff Team
- 6 Development Team
- 7 Our Values
- 8 Smells Like Team Spirit
- 9 Equity , Diversity and Inclusion and How to Apply

ABOUT US



80% of charitable giving goes to the largest national charities, whereas less than 5% goes to small local charities

Wiltshire Community Foundation is an independent charity dedicated to tackling disadvantage and strengthening local communities by inspiring local philanthropy and supporting the voluntary sector.

Set up in 1975, initially known as the Thamesdown Community Trust, in 1988 we expanded to become the Wiltshire Community Trust, and in 1990 became the Wiltshire Community Foundation. We are proud to be the oldest Community Foundation in the United Kingdom.

We are one of the largest grant-giving organisations in Wiltshire and Swindon. Each year we award around £2million through hundreds of grants to grassroots voluntary and community groups to enable more local people to thrive. We also support young people to improve their development, education, and future employment through our education grants programmes.

Our research into local need ensures funding is targeted where it is needed most, tackling the most pressing local issues to build stronger communities. Alongside financial support we provide a range of events, training workshops and advice sessions for the voluntary and community sector helping to build skills, capacity, knowledge, and networks.

We believe that to meet long-term community needs, we need resources with longevity. We have a range of ways that people can give, to suit their motivations. Our endowment is made up of multiple funds, set up by individuals, businesses and trusts who care about our communities and want to support causes locally. These funds are invested and the returns they generate are made available for grant making year-on-year. In this way donations continue to make an impact forever.

Since the Foundation was established in 1975, more than £22 million has been awarded in grants, making a real difference to the most disadvantaged people in our county.

IN A NUTSHELL



Values-based
Organisation



Inspiring
Philanthropy



Informed
Funder



Community
Asset



Forging
Partnerships



Changing
Lives



ROLE DESCRIPTION



The Philanthropy Director role is perfect if you are passionate about philanthropy and excited by the opportunity of inspiring people to give well. It offers an opportunity to connect with a variety of people from a wide range of backgrounds who share an interest in changing local lives. It's a role that requires excellent relationship management and an ability to translate a donor's top line ideas about their charitable activity into a tailored giving strategy or fund set-up that will meet their needs and those of our local communities. Identifying, researching and connecting with individuals, businesses, corporates, charitable trusts and professional advisors with a connection to Wiltshire assures the role has variety and no two days are the same.

We work together to achieve our income targets and along with the other members of the Development Team, you will need to be able to write a compelling proposal, an inspiring impact report and be well versed in fundraising regulation. And, we have a new Salesforce CRM system which provides us with a wealth of opportunity for our prospect research and donor stewardship.

With almost 50 years of experience working with local philanthropists, we have lots of stories to tell and you will play a key role in raising our profile. Working with our Marketing Team, you will help us to develop our storytelling, impact reporting, campaigns, and events. Bringing yet more variety to the role.

And, as a member of our Senior Leadership Team, you will have an opportunity to shape our next 5 year organisational strategy and play a leading role in the development of our annual business development plans.

Our team is growing and although this role currently has no direct reports, our plan is to increase our recruitment over the next 12 months and add further resource to the Development Team. We are a values-based organisation, committed to ensuring our team has an opportunity to learn and thrive. Our office is busy and friendly, with free parking and far too many biscuits!

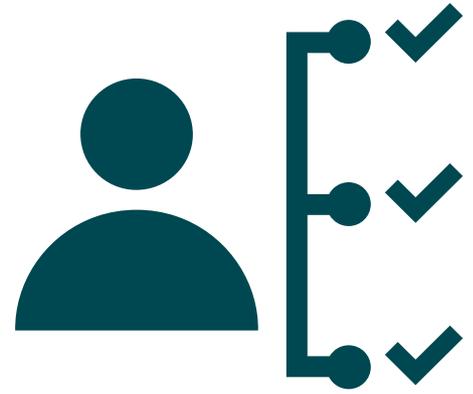
This is a full time position and is a hybrid-based role with the opportunity for flexible working depending on organisational priorities. Our offices are located in central Devizes, Wiltshire.

Full time hours are Monday - Friday working 9am - 5pm with a 30-minute lunch break.

Interested? We hope so.

- Salary up to £50,000 depending on experience
- Reporting to Joint Chief Executive - Fiona Oliver
- 27 days of annual leave plus bank holidays
- Employer pension contribution of 7.5% on total earnings (minimum auto enrolment employer and employee contributions made during probation)
- Health Cash Plan including Employee Assistance Programme (post probation)
- Death in service 4x salary (post probation)
- Additional leave for birthday (post probation)
- Parking provided

ABOUT YOU



- You are open and willing to commit to the vision, mission and values (see below and page 7) of Wiltshire Community Foundation, you are aligned with and share our values and will use them to guide your role
- You are passionate about Wiltshire and Swindon and committed to seeing and enabling our communities to thrive
- You can bring your lived experience to enhance your role
- You understand and commit to equal opportunities and will take an active role in driving diversity, equity and inclusion in the organisation
- You will bring both energy and enthusiasm to the team, ensuring activities are carried out efficiently, effectively, accurately and in a timely manner, enabling us to achieve our charitable mission.

AIMS AND OBJECTIVES

Vision: To see more people thriving across Wiltshire and Swindon

Mission: To maximise the impact of charitable activity in our local communities by connecting people, information and resources.

Destination Statement: We are an inspirational and aspirational organisation, which people want to be part of. We are responsive, relevant, and known in the community. We are widely recognised, and valued for our knowledge, grant making and advice. People are making a difference by working with us.

STAFF TEAM

You can read more about each staff member and meet our trustees on our website: www.wiltshirecf.org.uk/about/our-people



Vicky Hickey
Joint Chief Executive
Joined: March 2013



Fiona Oliver
Joint Chief Executive
Joined: August 2017



Jo Banks
Grants Officer
Joined: April 2022



Jo Brady
Philanthropy Director
Joined: May 2016



Margaret Firth
Director of Partnerships
Joined: October 2020



Nicola Hillier
Grants Manager
Joined: January 2017



Karen Hobbs
Grants Manager
Joined: April 2019



Heather Kiel
Programmes Director
Joined: June 2023



Hannah Leigh
Finance Manager
Joined: September 2022



Beth Maughan
Marketing & Communications
Manager
Joined: November 2021



Chloe Mead
Fundraising & Operations
Administrator
Joined: August 2023



Megs Pitman
Operations Manager
Joined: October 2020



Karen Pugh
Grants Administrator
Joined: January 2017



Pip Wall
Finance Assistant
Joined: January 2017

DEVELOPMENT TEAM

Fiona Oliver
Joint Chief Executive



I am lucky enough to be Joint Chief Executive with Vicky Hickey. When I joined WCF as Director of Development and Marketing in 2017, I was

surprised and inspired by the breadth of work the Foundation supported. For almost every issue, there was a potential solution being delivered by the local voluntary sector and WCF was funding and providing advice where it was needed most. I love working with our supporters to find out what type of difference they would like to make in the county and helping to make that happen. With our current 5 year strategy and a fantastic team of professionals in place, along with an inspiring group of volunteers, we will continue to build on the long-legacy of funding and support WCF has provided by investing £10million in local communities by 2025. Having been born and brought up in South Wiltshire and then raising my own family here, I am committed to helping change local lives and making our county the very best it can be.

Margaret Firth
Director of Partnerships



I undertake research and analysis to provide context and local insight to inform our grantmaking, advise our donors and raise awareness

of local community needs and priorities. I am passionate about making the most of collaborative relationships and feel it is through our engagement with community organisations and our statutory partners that we learn where and how we can have greatest impact.

Chloe Mead
Fundraising and Operations Administrator



As Fundraising and Operations Administrator, my role is to provide administrative and operational support to the team to allow them to focus on the fantastic work that they do. The broad range of work that the Foundation carries out means that my job varies day to day and I enjoy seeing how the different areas of the organisation work.

Since starting my role, my eyes have really been opened to the huge number of local people and groups doing amazing things to tackle the disadvantage and hardship faced by many in Wiltshire. I am excited to be working for an organisation where I can play a part in helping to make such a difference to the local community.

When I'm not working, I enjoy reading, baking, spending time with my dogs and getting out in the beautiful Wiltshire countryside.

Jo Brady
Director of Philanthropy



I joined WCF in May 2016 and as Philanthropy Director my main responsibilities involve developing lasting relationships with new and potential donors, building their awareness of and helping them connect with local charities and their causes. Previously I worked at Macmillan Cancer Support and prior to that I spent 20 years working as an Organisational Development Consultant, helping a wide range of client organisations improve their performance through their people. I love working for WCF because I have the opportunity to make a difference to small, local charities that may not have a similar level of capacity, funding or budget as high-profile charities do.

Beth Maughan
Marketing Manager

I have been working with Wiltshire Community Foundation since 2017 and was delighted to become a permanent member of the

team in 2021. As Marketing and Communications Manager, I raise awareness of the role the Foundation plays in connecting people, organisations and businesses that want to support their local community through the brilliant grassroots groups and charities tackling the most pressing needs and issues in Wiltshire and Swindon.

It is great to have a job that directly impacts the area where I live. Every day I get to see how the work the Foundation does, and the actions of the inspiring people we work with, helps to improve lives and build stronger communities across our county and that is a real privilege.

OUR VALUES

Underpinning our work are our values, expressed as the “BRICKS” upon which the Foundation is built and values we live and operate by:

Brave

We are not afraid to uncover and address the issues affecting our communities.

Resourceful

We are innovative in our working practices and maximise the impact of our funds.

Informed

We gather information from across the county and put it at the heart of everything we do.

Collaborative

We recognise that community projects are all about working with others for the common good.

Kind

We are caring & respectful when working with our communities, fellow travellers and each other.

Strategic

We are one team, united by one vision - of more thriving communities across Wiltshire.

SMELLS LIKE TEAM SPIRIT



Weekly life at Wiltshire Community Foundation includes:

- A monthly cycle of team meetings which include a monthly full team get-together alternated with departmental meetings, a chance to share our workloads, peaks and pits and get together to check in
- We also hold regular insight sessions where we learn or discuss a topic, share learning or get to know each other better
- Regular one-to-ones with line managers, which can be held in the format you'd most prefer; maybe you like to walk and talk, or maybe you like a more structured meeting
- Ample training and development opportunities
- Opportunities to speak with, and build relationships with, our colleagues in the wider Community Foundation network
- An available and open team both in the office and on the end of a Teams call
- Annual team strategy days - a chance to step back and work together to look at our successes and the future

We know how important it is to have a workplace culture that is supportive and kind, as well as fun. We've held playlist challenges, we've met for walks to give the WCF dogs a chance to play whilst we catch up on all things work-related, and not - dissecting the latest TV series, plus books and film recommendations are our bread and butter, cake can regularly be found for an afternoon treat and we often go along to support community groups events or even get together to do something unique like our canal boat trip.



EQUITY, DIVERSITY AND INCLUSION

We are committed to creating a diverse and inclusive environment that reflects the diversity of the communities across Wiltshire and Swindon. This includes our board of trustees, staff team, volunteers, donors and grant recipients.

All applicants will receive consideration without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability or age.

Wiltshire Community Foundation is committed to continuing our journey of self-reflection and development. We are taking steps to ensure we are educated and understand our responsibility to do more to drive change. If you would like to see a full copy of our Equity, Diversity and Inclusion Policy we would be happy to share it with you.

HOW TO APPLY

We strive to make our recruitment process accessible for all. If we need to make any adjustments to allow you to participate fully in our recruitment process please get in touch with us via recruitment@wiltshirecf.org.uk or call 01380 729284

The deadline for applications is **Friday 2nd February 2024**

Interviews will take place at our offices in Devizes from week commencing **12th February 2024**

If you would like to apply please send us your CV along with a supporting statement (no more than one side of A4). Your supporting statement should tell us more about you and why you are a good fit for this role.

Please send your supporting statement and your CV to recruitment@wiltshirecf.org.uk

SANDS UNITED

Sands United is a project we recently funded and highlights the impact of one of our programmes. Sam Woolford lost his daughter Etta, aged just 27 days. Etta was born in November 2019 with multiple heart defects and, despite having open heart surgery at ten days old, was placed on life support. Sam and his wife Emily had to take the difficult decision to turn off the life support after advice from doctors. "We decided that she had been through enough and we decided we wanted to be in control. We were given the chance to hold her until she passed away,".



In the difficult months that followed, the couple were offered support but Sam felt it was not really aimed at him. "One of the things I found tough was that a lot of the support groups were for mums. They said they were for both parents but they were making collages. There were no blokes around because they all came for the first session and then realised it wasn't for them and never came back."

Knowing his love of sport, Emily found Sands United Solent, but it was slightly too far away to travel regularly, "Emily suggested starting a team in Salisbury. We are famously known as the team no one wants to be a part of. It's really hard to recruit because men don't talk about this stuff, they just don't bring it up". The lockdown meant they couldn't actually meet for training so in the meantime Sam set up a WhatsApp group. He discovered the strength of the group when a grieving dad who had lost his child just three days earlier approached him to join the team. "I thought it was too soon for him to go into the WhatsApp group but he said he really wanted to talk to other dads who knew what he was going through, I added him into the group and then watched amazed as these blokes enveloped this man in love, attention and care. That was when I knew everything was going to be fine with this team. We have some lads who have had multiple miscarriages and fertility issues where they have had many rounds of IVF that have failed with multiple losses. We have people who have had terminations for medical reasons, chromosomal disorders and many still births. A large part of this team is about raising awareness of miscarriages and stillbirths and the fact that men are really overlooked in that area."



For Sam the WCF grant and Funder+ support has been instrumental in the team's rapid progress. "Knowing that we have training covered for a year by you is unbelievably helpful. It means we can focus on the other things we need to take care of. You have also given us great advice in how we set up our constitution and attracted board members. The support the foundation has given us is immeasurable. I'm proud every time I achieve something with this team because it feels like I am putting purpose on her life. I know a lot of the other players feel that way too. I still have my low points, it's been a year-and-a-half since Etta died and it still hurts just as much. But this has definitely helped. I think there's a wound with the loss of a child that will never heal. I'm coming to terms with that and actually I kind of want that ability to feel that strongly about my daughter, I don't ever want to forget how strongly I feel about her."

Jack left with fellow Sands United member Neil.



**Wiltshire
Community
Foundation**

✉ Sandcliff House
21 Northgate Street
Devizes
Wiltshire
SN10 1JT

☎ 01380 729284
@ info@wiltshirecf.org.uk
🌐 wiltshirecf.org.uk



**UKCF
MEMBER**

Follow us on social media

📍 Community Foundation of
Wiltshire and Swindon
🐦 @wiltscf
📷 @wiltscf
📘 fb.com/cfwiltswindon