

## Development Director The Saturday Club Trust

**Contract:** Permanent

**Hours:** Full time

**Location:** Offices based at Somerset House, Strand, London WC2R 1LA, with some hybrid working

**Salary:** £60,000 per annum

### Employment benefits

The Saturday Club Trust offers the following employment benefits:

- Working at the prestigious cultural destination Somerset House in central London, with access to offers and events from our resident community and discounts at onsite restaurants and cafes
- Enhanced annual leave – 25 days plus bank holidays
- Hybrid working upon agreement
- Company pension scheme
- Life insurance cover
- Access to our external employee assistance programme (Health Assured) for free 24/7 confidential advice and support
- Cycle to Work scheme

### National Saturday Club

The National Saturday Club is a prominent education charity working across the UK. It provides a unique extracurricular education opportunity for young people aged 13–16, particularly those from underrepresented backgrounds to study subjects they love for free Saturdays at local universities, colleges and cultural institutions. With over 100 Saturday Clubs nationwide, currently offered across eight dynamic subjects, this year-long programme offers a transformational opportunity for young people to build skills, develop confidence and discover pathways to further study and future careers.

Comprised of a committed and growing network of over 70 partners across HE, FE, creative industries and the cultural sector, the National Saturday Club is supported amongst others by Arts Council England, DfE, DCMS, British Fashion Council, British Film Institute, Clore Duffield Foundation and Queen Elizabeth Scholarship Trust. We work with prominent industry partners including Pinewood Studios, Howdens, Adobe, Arup and Manolo Blahnik alongside major cultural institutions including Tate, V&A and the Science Museum.

The National Saturday Club was initiated in 2009 by The Sorrell Foundation, co-founded by Sir John Sorrell CBE and Lady Sorrell OBE. The Saturday Club Trust is an independent charity set up in 2016 to manage and develop the National Saturday Club. [saturday-club.org](http://saturday-club.org)

## **Main Purpose of the Role**

The National Saturday Club is at an exciting juncture, as it delivers an ambitious growth strategy to expand its reach from 120 Clubs to 180 Clubs by 2026. Importantly, this vision will be achieved with a focus on reducing the barriers to young people engaging in the programme, especially for those from underrepresented backgrounds. To support this expansion strategy the National Saturday Club must diversify its income streams to sustainably support the programme for the long term. With a successful track record in trusts, foundations and grants, this diversification of income streams will particularly look to corporate and major giving as the next stage of funding development.

We are seeking a talented Development Director with a pronounced expertise and focus in corporate and major donor fundraising. This new role for the organisation presents a unique opportunity for an accomplished fundraiser or development executive to build a development department and work with the Chief Executive and Chair of the Board to lead this important function. By joining our dynamic team, you will play an instrumental role in enabling the charity to extend its footprint, reaching more young people and offering them free extracurricular creative education opportunities nationwide.

This role will devise, deliver and lead a fundraising strategy to actively diversify and increase the National Saturday Club's income working across all areas of fundraising to secure corporate partnerships, sponsors, major donors and philanthropic gifts.

The role will suit an experienced and entrepreneurial candidate who is excited by the challenge of making a significant mark on a national charity with ambitious plans for future. You will bring a breadth of experience in income generation across multiple income streams. You will have a strong track record of success in strategic development and management of six-figure funding partnerships and relationship building, as well as in-depth experience and appreciation of the principles and practices of fundraising and development. You will develop and foster relationships with the aim of obtaining financial support for the sustainable development and growth of the National Saturday Club. Stewarding existing funders and developing new business, the role also presents an opportunity over the long term, once funding is secured, to build a fundraising team at a transformational time in National Saturday Club's development and strategic direction.

Reporting directly to the Chief Executive and working closely with members of the senior leadership team, we are open to receiving applications from existing Director level candidates or those seeking their first Directorship, if they bring sufficient, relevant experience. This is a senior post, and you will be expected to attend meetings and events outside of normal working hours. A strong affinity to our charitable purpose and aims is vital, as is being attuned to and focused on the needs of the young people we support and the national network of education, industry and cultural partners we work with.

## Role Responsibilities

- Work with the Chief Executive to devise, develop, and deliver a fundraising strategy for the National Saturday Club to achieve diversification of income for the long term with a particular focus on:
  - Corporate funders
  - Sponsors
  - Major donors and philanthropy
  - Legacies
- Reporting to the Chief Executive and Board of Trustees you will secure and maintain sustainable income streams from corporate and private sources, in line with agreed targets which meet our charitable objectives, focusing on 6-figure+ strategic partnerships where possible.
- Develop a Communications Strategy for fundraising with the Director of Programmes and Communications.
- Establishing transparent and open reporting protocols, working closely with the Director of Finance to meet the needs of financial reporting, forecasting, management accounts and the Annual Review.
- Work closely with the National Saturday Club Chair and Board members, partners and supporters across the national programme to develop partnerships and advocate for the National Saturday Club.
- Liaise with the Programmes Team to ensure key supporters, funders and partners are nurtured at significant events and activities and where appropriate organise fundraising-specific activities and events for partners.
- Identify small corporate and individual sponsorship packages, nurturing and converting potential prospects in support of specific National Saturday Club activities, projects and overheads.
- Move supporters and individual giving from one tier to the next, optimising giving, and increasing the volume and overall growth. Support this activity through developing an inspiring and practical programme of initiatives to cultivate support.
- Carry out research into potential new sources of funding, and keep abreast of current fundraising policy and practice
- Cultivate, build and manage relationships with existing and new funders, sponsors, partners and supporters
- Work with the Marketing and Communications Team to create fundraising promotional material for print, newsletters, websites and other media as required
- Write and compile regular reports to funders, sponsors and partners as required
- Provide ongoing reports to the CEO and Board of Trustees on fundraising income, goals, and initiatives
- Promote and comply with current legislation and ensure fundraising and partnerships meet the organisation's policies on ED&I; GDPR; Health & Safety and Safeguarding.
- Be responsible for your own personal safety, in addition to others who may be affected by the company's activities.
- Safeguarding is everyone's responsibility, and all employees are required to act in such a way that at all times safeguards the health and wellbeing of children. Familiarisation with, and adherence to, the Safeguarding Policy and associated

guidance is an essential requirement of all employees as is participation in training in this area

*The successful applicant may be required to undertake other duties which are compatible with the overall scope and authority of the role.*

## **Skills and Experience Required**

### **Essential**

- Degree educated or equivalent qualification
- Established fundraising manager/leader, with the ability to proactively achieve ambitious results
- Significant experience of establishing and nurturing new corporate partnerships and major donors (six-figures) within a variety of sectors and audiences
- Experience of developing, implementing, and evaluating a fundraising strategy or a significant element thereof.
- Strategic thinker, focused on the bigger picture and able to lead and deliver strategic plans
- Excellent communications and interpersonal, oracy, and writing skills with the ability to make compelling direct solicitations to potential supporters.
- Well networked with a focus on fostering valued long-term partnerships and relationships
- Strong knowledge of the external fundraising environment, with an understanding of global partnerships, corporate trends/challenges and regulations
- Leadership experience in a senior role, willing to take the next step to Director level or further develop leadership skills in the context of a prominent national charity.
- Creative thinking and problem-solving skills and the ability to cultivate relationships.
- Highly effective administrative and organisational skills including the ability to prioritise and meet deadlines.
- Comfortable and confident working at pace in a busy office environment within a small and highly motivated team
- Proficient with Microsoft Office Suite and CRM systems

### **Desired**

- An understanding of and experience fundraising within the creative and cultural sector
- An understanding of and experience fundraising within the education sector
- An interest in transforming young people's lives and an affinity to the vision and mission of the National Saturday Club
- Understanding of tax-effective giving
- Pre-existing networks within the creative, cultural and education sectors

### **Equality, Diversity & Inclusion**

The Saturday Club Trust strives to be an equal opportunities employer and welcomes applications from all sections of the community. We are keen to look for people who reflect the diversity of the country today, to help us shape and change the arts, cultural and education sectors and make them more relevant to the young people, communities and places with which we work. Disabled people, those from a global majority background and LGBTQ+ colleagues are under-represented in our industry, and we are committed to addressing this under-representation and welcome applicants from these backgrounds, identities and experiences.

### **Environmental responsibility**

We take our role in trying to minimise our impact on the environment seriously and recognise the importance of championing and influencing change within our organisation, through partner collaboration and across all our activities.

### **Data Protection**

All applications will be processed in accordance with General Data Protection Regulations (GDPR). All applications will be held for a period of six months for the purposes of consideration for future roles, after which point they will be securely destroyed. If you do not wish for your application to be held for this duration then please notify us by emailing; [operations@saturday-club.org](mailto:operations@saturday-club.org)

To apply, please send a CV and covering letter to [jobs@saturday-club.org](mailto:jobs@saturday-club.org) and complete our anonymous [Equality and Diversity Monitoring Form](#). The deadline for applications is **Monday 12 February at 10.00** with the aim of holding first-stage interviews the following week.

*The Saturday Club Trust is a UK-registered charity (no 1165362) and company limited by guarantee in England and Wales (no 09559467).*