

# WE'RE HIRING...



## HEAD OF INCOME GENERATION

We're looking for a highly motivated individual to become part of the Matrix family as our Income Generator.

The post-holder will ideally be an experienced, results-driven fundraiser seeking an interesting and fulfilling role in an evolving charity.

[WWW.MATRIXTRUST.COM/VACANCIES](http://WWW.MATRIXTRUST.COM/VACANCIES)

Matrix | Allen House Pavilion. Guildford, Surrey | 01483 574900



Dear Applicant,

Thanks for your interest in joining the Matrix Family.

### **Why Matrix?**

We're a fun team who work hard to achieve the aim of catalysing change for young people across Guildford Borough. We're passionate about building long-term relationships and providing activities within schools and the community that nurture, inspire, connect and empower young people, helping them make the most of their lives.

Right now we are investing into new projects as well as developing our more established ones and we're looking to grow a team who are keen to invest for the long-term, willing to put in the energy needed to make a tangible difference.

### **Why Guildford?**

Don't be put off, thinking there are no needs amongst young people in Guildford, it's not what it seems on the surface. The needs of young people here are very real, amongst those who have, and those who don't – from mental health issues, to social isolation and from a lack of opportunities to poor life skills, for young people in Guildford life can be tough.

This year we have worked with over 300 unique young people on a regular basis, providing in-depth support for needs ranging from mental health to social and emotional development, and have impacted more than 1000 other young people across a range of activities and provision. Take a look at our latest newsletter to read some of our young people's stories!

### **Where does this role fit?**

This role is essential to allow us to continue to grow and evolve to meet the needs of young people across Guildford Borough, by taking the lead on sourcing funding from a wide range of income sources, including writing grant applications, recruiting donors and overseeing community fundraising activities. Working alongside the CEO and our Events and Communications Assistant this role will enable us to maintain and increase our sustainable income streams. If you have success in grant fundraising and can take initiative while mucking in with a team this could be the role for you.

### **Come and join the adventure!**

Thanks again for taking the time to look at our vacancies and I hope that you consider applying to become part of our growing team.

Kind regards,

A handwritten signature in black ink, appearing to read 'Misty'.

Misty, CEO



# HEAD OF INCOME GENERATION

## OVERVIEW

Matrix are a Christian organisation that deliver essential youth work to young people from all walks of life in schools & communities across Guildford Borough.

**We're looking for an experienced fundraiser and grant writer who is looking for a new challenge that utilises your skills of communication and networking in helping Matrix ensure it meets its income generation targets.**

You will be expected to oversee all income generation and at the same time be responsible for raising both core and restricted income for both Matrix and its subsidiary social enterprises.

**Hours: 37.5 pw (Full Time) | Salary: £26,000 - £30,000 per annum (depending on experience)**

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## **Role Description Head of Income Generation**

*This is an exciting role for a strategically-minded, creative and motivated person who wishes to join our established and evolving charity as Head of Income Generation.*

*A vital role to the charity, you will grow and diversify our income to ensure we can continue to extend our reach and impact.*

### **What would I be doing?**

As a strategic and creative business development professional, you will bring experience of successfully delivering high-return income generation opportunities, preferably in the charity sector. Working under the direction of the Chief Executive Officer, you will develop and lead the income generation strategy to enable us to meet Matrix income generation targets.

### **What do we expect from you?**

Head of Income Generation is a new role that will enable Matrix to continue to grow sustainably and develop its youth work across Guildford Borough. It is a hands-on role that requires the post-holder to be fully engaged in fundraising activities, alongside the networking and other activities required to achieve the goals.

You will be expected to oversee all income generation and at the same time be responsible for raising both core and restricted income from charitable trusts, corporates, churches and individuals for both Matrix and its subsidiary social enterprises. This role is essential to enable us to meet our charitable aims and ensure the stability of the Charity.

Working in consultation with the CEO and wider team, you'll be responsible for increasing the current level of trusts and grants income from £125,000 to £175,000 in the first 12 months to meet income targets, increasing in subsequent years to facilitate charity growth.

You will also be part of the Senior Management Team who work together to ensure that all we do nurtures, inspires, connects and empowers young people so they can make the most of their lives.

The post-holder will ideally be an experienced fundraiser and grant writer who is looking for a new challenge that utilises your skills of communication and networking in helping Matrix ensure it meets its income generation targets.

## **Trusts and Foundations**

- Take responsibility for building and maintaining strong and sustainable relationships with Trusts and Grant-Making Bodies, building on existing relationships with key funders
- Create compelling, high-quality tailored fundraising proposals to match donor interests and leverage high value gifts and support from trusts and foundations, to secure both core and project income.
- Research, identify and proactively drive engagement with Trusts, Grant Making Bodies and Foundations to ensure an annual schedule of successful applications are made.
- Write and submit applications in line with an annual schedule and where additional opportunities have been identified.
- Write accurate and informative reports and updates to keep funders informed of the positive impact of their support.

## **Corporate and Church Donors**

- Develop and coordinate a church fundraising plan to enable more churches across Guildford Borough to champion the work of Matrix
- Working with the CEO, devise a strategy that enables local businesses to engage in and support the work of Matrix to mutual benefit

## **Monthly and Major Donors**

- Plan a programme to develop and grow individual giving, actively monitoring performance in line with the agreed budget.
- Ensure donors are well looked after and feel part of the Matrix Family
- Identify areas of growth and improvement within direct marketing activities, including reactivation of lapsed donors and conversion to Regular Giving.
- Work with the CEO to find and cultivate relationships with potential major donors

## **Community Fundraising**

- Develop the community and events income stream helping to build Matrix's community of supporters across Guildford Borough, encouraging and supporting fundraising activities by individuals and groups in a range of community settings.
- Supervise logistics and delivery of events, as well as ensuring volunteers are recruited and managed effectively as well as updated, involved, and supported, via telephone, email, letters, and social media.
- Oversee the current community fundraising relationships, and actively seek and encourage more opportunities to grow this area of fundraising.

## **General**

- Ensure that media coverage of successful external funding and any relevant activity is maximised.

- Assist the CEO to develop materials and products that support the delivery of Trust Fundraising.
- Maximise all opportunities to promote activities and raise income by working closely with all team members and adopting an integrated approach to fundraising.
- Develop a volunteer fundraising team and manage the existing fundraising assistant
- Maintain accurate and thorough records of research, contacts, relationships and activities with trusts and individuals associated with them.
- Maintain compliance with all current and relevant fundraising legislation.

### **Senior Management Team**

This role carries a level of responsibility and you will be expected to:

- Meet regularly as part of the Senior Management Team, engaging in decision-making and innovation, in particular in the areas of: strategic planning, operations, human resources and impact measurement
- Provide and take responsibility for monitoring and reporting on targets and income generation activities to the CEO, SMT and Trustee Board
- Help shape and promote the culture and Christian ethos of Matrix throughout the whole Matrix Family and external stakeholders
- Ensure policies and procedures are in place and updated for all fundraising and income generation activities
- Work with the CEO to develop the fundraising and external communications strategy
- Work with the Fundraising Committee to engage trustees in income generation
- Assist in the production of annual budget forecasts for trust fundraising.

## **Team Expectations**

Matrix is a small, established, but fast evolving and growing charity and there is therefore an expectation on all staff to be proactive and a fully-invested team player, supporting others in their busier seasons and the charity as a whole across the year.

The team are practising Christians working from within the Christian ethos and praying together regularly as a team, expecting you to do the same.

### **We expect you to:**

- Be able to work from within the Christian ethos.
- Fit in with our core values, to be: positive, relational, innovative, collaborative and fun.
- Be committed to and passionate about the mission to catalyse change in young people's lives.
- Be a pro-active member of the Matrix team and get involved in projects which benefit the mission of Matrix (e.g.: fundraising activities/events or prayer spaces).
- Take part in Ready 4 Action (annual cross-church social action project, first bank holiday weekend in May) and an annual residential.
- Work across agencies and Matrix teams.

You will be expected to be office-based at least one day per week, with other days negotiable working from home. Due to the nature of the charity and this role, you may be expected to work some evenings and occasional weekends. Any specific changes to your working week will be cleared through your Matrix line manager.

## **What we offer you**

- 5 weeks paid holiday, plus bank holidays and the office shuts between Christmas and New Year
- A mentor from a local church
- Training that develops your skillbase (as needed)
- Regular line management and supervision from a senior staff member
- Flexible working arrangements, where possible
- A nurturing and supportive team

**Hours: Full Time - 37.5 hours pw | Salary: £26,000 - £30,000 (depending on experience)**

## **Who are we looking for?**

### **ESSENTIAL**

- Demonstrable experience of success in raising funds against target.
- Highly-organised with the ability to work well under pressure, including managing and delivering multiple projects
- At least two years' experience of successful fundraising, including grant writing
- Able to demonstrate success in researching, managing, delivering and writing compelling grant applications, e.g. lottery, trusts, foundations and statutory funders
- Experience of success across a wide range of income sources
- Demonstrable ability to produce financial plans/reports.
- Experience of working effectively in collaboration with external partners and colleagues.
- Possess excellent English written and verbal skills.
- Enthusiastic, positive and professional attitude
- High degree of accuracy and attention to detail
- Excellent IT skills
- Awareness of GDPR and data protection issues
- Agrees with, and is able to clearly communicate the ethos of the Matrix Trust
- Passionate about catalysing in young people's lives

### **DESIRABLE**

- Experience of working with volunteers
- Charity Fundraising experience
- Experienced team leader
- Track record of working towards and achieving financial targets, using own initiative to reach them
- Proven ability to clearly convey complex information to a variety of audiences
- Understanding and experience of the youth or education sector
- A full UK driving licence
- Experience of reporting to high level senior staff or Trustees.
- Experience of managing and developing fundraising staff and optimising performance.

This role has a GOR as all Senior staff are required to follow the Christian Faith



# WANT TO JOIN THE TEAM?

## HOW TO APPLY

To apply for this post, you just need to do 2 things:

Complete the Application Form on our website

Email it to [hr@matrixtrust.com](mailto:hr@matrixtrust.com)

Any questions, just give Misty a call: 01483 574900

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**All applications must be in by 12pm Sunday 26th September**

**Interviews will take place the following week | Start date ASAP**

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