

Development Director, SOFII

Salary: Circa £30-35k.
Location: London, UK
Reports to: Managing trustee/board

Background:

SOFII spreads inspiration and stimulates innovation for voluntary sector activists everywhere. Founded in 2007 by Ken Burnett, managing trustee, SOFII (www.sofii.org) is a rapidly expanding permanent online collection of fundraising best practice and creativity. SOFII provides charitable fundraisers with an easily accessible free archive of the best fundraising creativity from around the world. It's been described as 'the fundraiser's secret weapon for ideas'.

SOFII's unique role gives it considerable influence and a high profile with fundraisers everywhere. Yet SOFII is a small organisation, with just one part-time member of staff and several active volunteers. It will almost certainly stay small, though it needs to achieve self-reliance and to grow sufficiently to fulfil its mission and potential. It now needs a full-time leader who can guide and support the organisation into its next stage.

Specific duties

- Programme, product and service delivery. To oversee design, marketing, promotion, delivery and quality of SOFII's services. Specifically, to manage the website personally or through web designers to ensure all changes and additions to the site are carried out to specification and to deadline and that any problems with the site are dealt with promptly. To deliver a minimum of ten new exhibits and articles to the site each month, adhering to branding guidelines and house-style.
- Financial management. Agree annual budget with managing trustee, for board approval. Prudently manage SOFII's resources within this budget. Ensure compliance with standards.
- Fundraising. With managing trustee, support and work with the honorary head of fundraising towards agreed target. Work with HHF and MT to set up trusts and foundations and major donor

fundraising programmes in first year.

- Management of staff and volunteers (with managing trustee).
- Community and public relations. Make sure that SOFII and its services are consistently presented in strong, positive image to all relevant stakeholders
- New product development. Help keep SOFII relevant and at the cutting edge.
- Other tasks as appropriate for a small organisation

Skills and attributes:

The successful candidate will be energetic, ambitious, visionary, a creative self-starter with excellent communications skills, able to work on his or her own initiative and to engage at a senior level with fundraising leaders around the world.

To apply

To apply for the post, please send an English letter of application stating the skills and approach that you would bring to the post with your CV/resume (no photos) in strict confidence by email only to: Ken Burnett at ken@sofii.org

Please ensure that they are sent as Word documents with the titles "<your name >cover letter" and "<your name >CV" Please put "Development Director – SOFII" in the email subject line. Also please let us know where you saw the post advertised.

Deadline for application: Monday 1st March 2010

KBDU 2 February 2010