

DEPUTY DIRECTOR (DEVELOPMENT; MEMBERSHIP)

JOB TITLE	Deputy Director (Development; Membership)
APPOINTMENT	0.8FTE
SALARY	Up to £42k FTE depending on experience
LOCATION	RSCM Centre, Salisbury & some travel in connection with the role
REPORTS TO	RSCM Director
DIRECT REPORTS	Development, Membership

THE ROLE

The Deputy Director (Development; Membership) is a member of the three-person Senior Management Team of the RSCM, all of whom are collectively responsible for the development and delivery of the RSCM's strategic plan, including attendance at the quarterly Council (Board) meetings.

Main Duties and Responsibilities

Working with the RSCM Director, and Deputy Director (Finance and Operations), this role is responsible for:

1. Co-ordinating and growing the Development activity, including achievement of fundraising goals. In part, this will be overseeing work of other staff, but it will also include execution of fundraising tasks. A particular focus is the establishment and enactment of a Centenary Campaign to secure £2m to support the charity's missional work (the centenary is in 2027).
2. Growing the Membership of RSCM, furthering the existing plans and strategy for numerical (headcount) and financial income growth, and planning together with colleagues an effective range of benefits, support and resources. Building relationships with new and existing members will be important.
3. Direct line management of Membership and Development staff. The management of staff will include conducting regular team meetings and individual staff reviews and performance appraisals for relevant staff. It also includes ensuring that measurable objectives are set and met in a timely way and within budget.
4. Fulfilling other responsibilities as part of the SMT, including regular management meetings.

PERSON SPECIFICATION: SKILLS AND EXPERIENCE

- a) Proven, successful experience of fundraising income generation within a charity or comparable organisation.
- b) Able to create and enact a fundraising strategy across multiple elements, including trusts, legacies, individual donors etc.
- c) Experience of working with a membership organisation, with a demonstrable ability to grow membership.
- d) Understanding of user/client/customer bases, and applying such information to inform future planning and policy

- e) An experienced line manager, capable of inspiring staff to innovate and think creatively, but also able to oversee budgetary planning and control, ensuring appropriate levels of return of investment.
- f) Strong verbal and written communication skills, and an ability to communicate the 'story' of our work clearly.
- g) An empathy with the mission of the RSCM.

Key contacts and relationships

The Director (CEO), for

- Overall strategy and policy decisions
- Development planning
- Link with Education strategy and planning (this is a key relationship with fundraising)
- Links with partner organisations

Deputy Director (Operations), for

- Budget planning and delivery
- Financial reporting
- Coordinated planning with other operational teams

The appointee will also be a member of various sub-committees of Council, including Development and for Membership, and be a key member of a new Centenary Board.