



Recruitment Pack

Trustee – Fundraising Specialist

October 2020



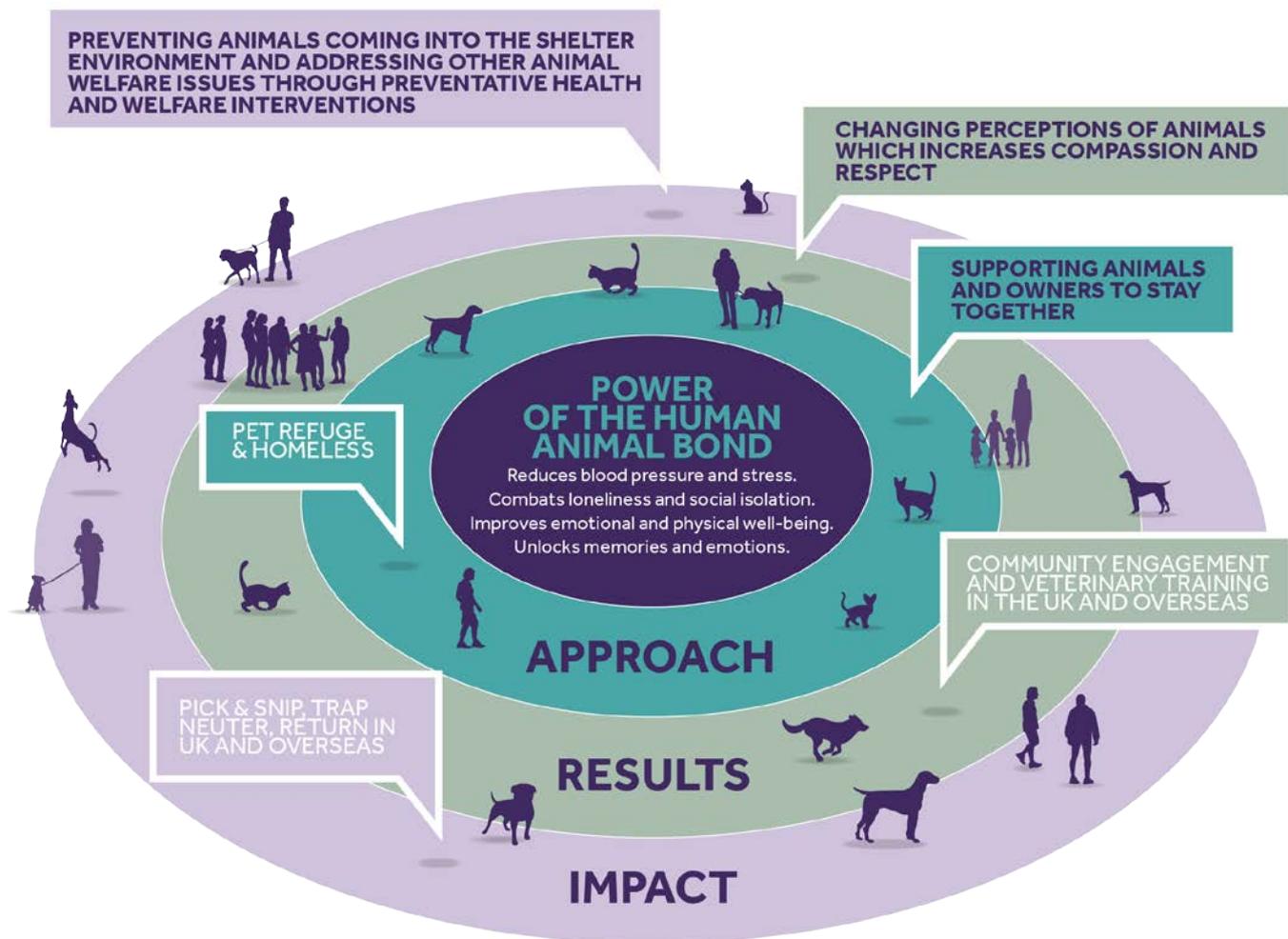
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1. About Mayhew

Founded in 1886, Mayhew is a well-respected animal welfare charity working to improve life for cats, dogs and communities in London and overseas. We are very proud to have The Duchess of Sussex as our Patron.

We believe in the power of the human–animal bond - our Vision is a society where people understand the importance and value of animal welfare. We deliver a broad range of community-based, veterinary, rehoming and education services in London. Our ground breaking work in Afghanistan, Georgia focuses on eradicating dog-mediated rabies and humane management of free-roaming dog populations.



Our total income in 2019 was £3.48M. We employ 90 employees in London, Afghanistan and Georgia, currently supported by 306 volunteers.

Mayhew won *Animal Charity Team of the Year* in the 2016 Petplan and Association of Dogs and Cats Homes Animal Charity Awards.

Our Afghanistan Country Director, Dr Abdul Jalil Mohammadzai DVM, won the RSPCA 2018 Animal Hero Awards' *Special Recognition Award* and the RCVS *International Award* in 2019.

Our recent [Annual Review](https://www.themayhew.org) explains more about our work and impact. www.themayhew.org

2. This role

Remit

This role would be joining a diverse and experienced [Board](#) currently comprised of ten Trustees whose specialisms include fundraising, strategy, finance, IT, veterinary and law. All members of the Board share collective responsibility for providing oversight, governance and leadership to the charity. You can find out more about duties and responsibilities of Trusteeship [here](#).

In addition to shared Board responsibilities, this role acts as a Trustee with specific oversight of the fundraising function alongside the existing fundraising Board lead. Mayhew punches above its weight with a small, hugely enthusiastic, in-house fundraising team. This Trustee role can therefore be required to offer hands-on support from time to time with the planning and execution of activities across a variety of fundraising disciplines.

Tenure

In accordance with Mayhew's Articles of Association, each trustee needs to commit to serving an **initial three-year term** (eligible for re-appointment for a maximum of two additional terms).

Time commitment

The Board meets formally for half a day on a Saturday each quarter – currently virtually but previously in person at Mayhew or a central London meeting space. In between formal Board meetings, the Board convenes via video conference once or twice a quarter, with regular updates and discussions held via email.

This role would also form a key part of the 'Fundraising, Marketing, Communications' (FRAM) Board Committee (comprising of four Trustees, the CEO; the Head of Marketing & Communications & the Head of Fundraising). FRAM formally meets quarterly (usually virtually), in advance of the Board meetings. In between formal meetings, FRAM convenes via video conference once or twice a quarter, with regular updates and discussions held via email.



As a fundraising specialist on the Board, you will also liaise directly with the Head of Fundraising and other SMT members regarding annual planning, campaign development or specific initiatives.

The total time commitment would usually average at least one day per month, although due to the Coronavirus pandemic involvement is significantly higher at present, at c. two days per month.

3. About you

In addition to demonstrating the qualities required of a charity trustee, we are looking for an exceptional individual with the following experience and skills:

GENERAL <i>Essential</i> Criteria	SPECIALIST <i>Essential</i> Criteria
Experience of operating at a senior strategic leadership level within an organisation (at least five years as Head or above).	Ten or more years' experience in a dedicated fundraising role.
Significant strategic planning acumen.	Strong skills across all fundraising functions in particular the following areas: <ul style="list-style-type: none"> ➤ Legacies ➤ Individual Giving ➤ Trusts & foundations ➤ Major donors/VIPs ➤ Events
Strong relationship and influencing skills, with the ability to challenge constructively.	Experienced in developing impactful fundraising programmes with small budgets.
Solid financial skills.	Thorough knowledge of GDPR, current regulations and sector best practice.
Demonstrable experience of mentoring/coaching others.	
Comfortable providing hands-on support as well as strategic direction.	
Commitment to the work of Mayhew.	
Current or previous cat and/or dog owner.	
GENERAL <i>Desirable</i> Criteria	SPECIALIST <i>Desirable</i> Criteria
Previous Trustee, ideally of a similar size charity to Mayhew.	Developing & delivering advertising/awareness campaigns outside of the UK.
Senior leadership experience within the charity sector.	A clear understanding of governance and in particular compliance as it relates to fundraising
	Strong fundraising industry networks

4. Application process & timings

Please send a **CV**, together with a **cover letter** (no more than two pages please) outlining how you meet the criteria detailed in Section 3 and why you are interested in this Trustee role.

The closing date for this opportunity is: Midnight, Monday 30th November 2020.

Thank you so much for your interest in Mayhew, we very much look forward to hearing from you!