



Job Title: Fundraising Director, Board of Trustees

Location: Toothill, Swindon

Contract type: Voluntary

Hours per week: Approx. 10–12 hours per month (flexible, including evening Board meetings and attendance at relevant sub-committees)

Reporting to: Chair of the Board

Job Purpose:

The Hub @ Toothill CIC is a community-led, non-profit organisation established as the legacy of the Toothill Big Local partnership and the £1 million lottery grant awarded to its residents. Our purpose is to place the community at the heart of everything we do by transforming the former Village Tavern, the historic "Toot and Whistle", into a vibrant, inclusive family hub. By reclaiming this central landmark, we are creating a safe and accessible space where residents of all ages can connect through social gatherings, arts, culture, and wellbeing support. Our mission is to work with the community, not just for it, co-creating services and opportunities that strengthen local resilience and pride. Guided by a "Ladder of Community Participation," we prioritise shared leadership and active listening to ensure our strategy reflects what matters most to Toothill. As we move toward our defined roadmap for 2026, we are seeking Board members with integrity and ambition to oversee this once-in-a-generation revitalisation project, ensuring that all surplus income continues to be reinvested into the neighbourhood for generations to come.

The Fundraising Director provides strategic oversight and management of the Hub's income generation activities. This role is critical to addressing the board-level gap in large-scale fundraising oversight, ensuring we have the governance and expertise required to secure capital and core funding while demonstrating long-term sustainability to our funders.

Key Responsibilities:

- **Fundraising Strategy & Oversight:** Develop and oversee a comprehensive fundraising strategy focused on securing funds for both capital works and essential core costs.
- **Income Diversification:** Support the organisation in developing a diverse and sustainable income stream, reducing reliance on single sources and building financial resilience.
- **Governance & Credibility:** Strengthen board-level governance by providing expert oversight of fundraising management, demonstrating to major funders that the Hub has the right skills to manage large-scale grants.
- **Hands-on Bid Writing:** As a key member of a small team, actively support and lead on the writing of high-quality funding bids to major trusts, foundations, and statutory bodies.
- **Staff & Volunteer Guidance:** Provide expert guidance and mentorship to staff and volunteers on fundraising strategies, pipeline management, and donor reporting requirements.
- **Pipeline Management:** Oversee the fundraising pipeline, ensuring a consistent flow of applications and identifying new opportunities that align with the Hub's 2026 roadmap.
- **Impact Reporting:** Ensure that all fundraising activities include robust reporting mechanisms, demonstrating the Hub's impact and "Theory of Change" to supporters and funders.
- **Strategic Integration:** Ensure that fundraising priorities are fully integrated with the Hub's operational needs, from youth provision to mental health support.

- **Risk Mitigation:** Proactively identify and manage risks related to funding competition and rising operational costs, ensuring the Hub remains financially viable during its launch phase.

General Responsibilities:

- Positively represent The Hub @ Toothill in all interactions and communications.
- Commit to continuous learning and development to support the role and stay updated on fundraising regulations and best practices.
- Undertake any other reasonable tasks as required to support the Hub’s operational success and strategic growth.

Conflict of Interest

As a Director of The Hub @ Toothill CIC, you are required to act in the best interests of the organisation and the community it serves. You must declare any personal, professional, or financial interests that could conflict with the Hub’s activities or decision-making. All Directors are required to sign a Declaration of Interests form upon appointment and update it annually or whenever a potential conflict arises.

Person specification:

Relevant experience	Significant experience in high-level fundraising management and strategic oversight.
	Proven experience applying for/supporting applications of fundraising bids and management of grants
	Experience of successfully writing and winning large-scale funding bids (desirable)
	Experience working within a VCSE (Voluntary, Community or Social Enterprise) organisation.
	Experience in developing diverse income streams and pipeline management.
Skills	Ability to provide strategic fundraising advice and challenge at Board level.
	Excellent bid-writing and communication skills.
	Strong understanding of impact measurement and reporting for funders.
	Analytical thinking and the ability to interpret complex funding requirements.
Attributes	Deep commitment to the Hub’s mission, community-led approach, and social impact.
	Integrity, transparency, and sound judgement.
	Collaborative, inclusive, and approachable.
Additional	A strong personal alignment with driving social impact and local regeneration within the Swindon area.

Flexibility: *This job description is indicative of the range of current duties and responsibilities for the post; it is not comprehensive. It is inevitable that the duties will change to reflect organisational change, particularly as the Hub transitions to its full 2026 operational phase. All changes will be discussed with the post holder.*