



**SUFFOLK**  
Community  
Foundation

SUPPORTING LOCAL LIVES

## **Job Description**

### **Director of Development**

Recruitment Pack 2026



## About Suffolk Community Foundation

Suffolk Community Foundation was founded in 2005 to respond to local needs and has since become the largest independent grantmaker in the county. In 2025/26, through the support of our donors and partners, we awarded £3.8 million in grants to charities and voluntary organisations across Suffolk.

We work closely with charities and community groups to help them access funding that makes a real difference in people's lives. Our grants support a wide range of initiatives—from foodbanks and homelessness services to youth programmes and organisations addressing mental health, inequality and social isolation.

Suffolk benefits from a generous network of individuals, families, businesses, public sector organisations and charitable trusts who are passionate about making a positive impact in areas like health, wellbeing, social justice and inclusion. With our local insight and experience, we ensure that their support is delivered safely and efficiently.

### Our Values

|                      |                                                                                                                                 |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>Passionate</b>    | We are thoughtful and ambitious for our county. We pride ourselves on our expertise and making a difference.                    |
| <b>Approachable</b>  | We use understanding and empathy to inform our fair and transparent decision making. We strive to be responsive and accessible. |
| <b>Collaborative</b> | We work in partnership and believe that through collaboration, collectively we can have a greater impact.                       |
| <b>Trustworthy</b>   | We are experienced and knowledgeable, acting with integrity and professionalism.                                                |



## **Director of Development**

The Director of Development is a senior leadership role responsible for driving Suffolk Community Foundation's strategic income generation. The postholder will lead fundraising across a diverse portfolio including corporate giving, community benefit funds linked to Nationally Significant Infrastructure Projects (NSIPs) in Suffolk, health-sector partnerships, local council relationships and direct applications to national charitable trusts.

They will provide strong line management to the Philanthropy Team, supporting its work with private donors, family funds and legacy supporters. A key part of the role is to work closely with the Chief Executive to promote the Foundation to potential partners and stakeholders, strengthen SCF's profile, and secure new opportunities for charitable giving.

Through strategic leadership, partnership development and income diversification, the Director of Development will play a central role in the Senior Leadership Team, shaping the Foundation's long-term financial sustainability and community impact.



## About You

You are a strategic, confident and relationship-driven leader with experience generating income across complex systems – whether infrastructure, public sector, health or philanthropy. You bring credibility, clarity and warmth to partnerships and you thrive in senior environments. You enjoy shaping strategy, influencing stakeholders and building long-term, trust-based relationships. You thrive in a varied and busy environment and are able to work on operational delivery and manage relationships as well as being a senior leader.

|               |                                                                                                                   |
|---------------|-------------------------------------------------------------------------------------------------------------------|
| Reports to    | Chief Executive Officer                                                                                           |
| Salary        | £62k–65k pro rata                                                                                                 |
| Contract      | Permanent                                                                                                         |
| Working Hours | Between 28–35 hours per week (4 or 5 days per week)                                                               |
| Location      | Wherstead, Ipswich, Suffolk (this is an office/field based role with some hybrid working available on occasions). |
| Requirement   | Candidates must have a full UK driving licence and access to a car to use for business use. Mileage will be paid. |



## Key Responsibilities

### 1. Strategic Income Generation

- Corporate giving development — grow corporate partnerships, social value and charitable giving from businesses.
- Nationally Significant Infrastructure Projects (NSIPs) — lead engagement with developers to secure community-benefit investment and establish long-term funding streams.
- Suffolk Infrastructure Fund growth — expand the Fund through contributions from infrastructure partners and contractors.
- Health sector partnerships — build strategic relationships with the Integrated Care Board and NHS trusts to secure funding for community health initiatives.
- Local council engagement — develop income opportunities with Suffolk County Council and district/borough councils, aligning funding with local priorities.
- National charitable trust fundraising — lead high-quality applications to national funders, securing multi-year grants.

### 2. Leadership of Philanthropy & Donor Development

- Line management of the Philanthropy Team — provide leadership, support and performance management for staff working with private donors.
- Ensure the team work effectively, spending time on areas of work with maximum return.
- Donor stewardship excellence — ensure donors feel valued, informed and connected to the impact of their giving.
- Collaboration and team engagement — working with the Director of Grants and Impact to ensure there is joined up working between the Grants and Philanthropy team and a 'one team' culture.



## Key Responsibilities continued

### 3. External Relations & Partnership Building

- Senior representation — represent SCF at high-level meetings, events and strategic forums, including presenting, media interviews and public speaking.
- Promotion of SCF to partners — work closely with the Chief Executive to build SCF's visibility and credibility with new and existing partners.
- Cross-sector collaboration — work with public, private and voluntary sector partners to co-design funding programmes.

### 4. Strategic Leadership & Organisational Contribution

- Senior Leadership Team membership — contribute to organisational strategy, financial planning, risk management and culture-building.
- Income forecasting and reporting — working with the Director of Finance and Operations to provide clear, data-driven insight to the CEO and Board of Trustees on income performance and emerging opportunities.
- Long-term financial sustainability — shape SCF's funding model to ensure diversification, resilience and alignment with Suffolk's changing landscape.
- Values-led leadership — champion SCF's commitment to transparency, collaboration and trust-based philanthropy.



## **Skills, Knowledge and Experience**

### **Essential**

- Educated to A-Level standard (or equivalent) with excellent written and verbal communication skills.
- Proven experience in fundraising, business development or income generation.
- Strong track record of building and managing relationships with senior stakeholders, donors, trusts and partners.
- Experience working with public sector, health, corporate, or charitable funding sources.
- Strong leadership and people management skills.
- Ability to develop compelling funding proposals and secure grant funding.
- Strategic thinker with the ability to influence and work across complex systems.
- Confident presenter and public speaker with excellent communication and networking skills.
- Strong database, CRM and data analysis skills.

### **Desirable**

- Knowledge of community foundations and place-based philanthropy.
- Understanding of Suffolk's voluntary, community and public sector landscape.
- Experience with NSIPs, planning processes, or community benefit negotiations.
- Experience working with Boards of Trustees.

### **Values & Approach**

- Collaborative and supportive team player.
- Committed to honesty, transparency and trust-based relationships.
- Passionate about improving outcomes for Suffolk communities.
- Compassionate and pragmatic leader who builds strong partnerships.



## **Personal Qualities and Attributes**

### **Personal Attributes**

- A strong team player and communicator.
- Highly organised, accurate and detail oriented.
- Strong project management and prioritisation skills.
- Excellent negotiation and stakeholder engagement abilities.
- Financially and numerically competent, with experience monitoring budgets and targets.
- Proactive, self-motivated and adaptable.
- Proficient in Microsoft Office, particularly Excel.
- Willing to represent the Foundation at events which include some evenings and weekends.

### **What we can offer**

- Our additional benefits include 30 days annual leave plus bank holidays, 5% employer pension contribution, an employee assistance programme and free onsite parking when in the office.
- After a period of office-based familiarisation, some hybrid working would be available, although the majority of time would be office-based or working across Suffolk.
- Unparalleled opportunity to engage and work in partnership with several significant organisations in the county.
- Encouragement to grow your personal profile with Suffolk's charitable networks.
- UK network of communication peers across Community Foundations, including learning groups, conferences, national opportunities and intelligence sharing.
- The opportunity to make a significant contribution of the lives of people in Suffolk and to gain a depth of understanding of the need in our county.



## How to apply

To apply to become our Director of Development, please submit your CV and a covering letter to [jointheteam@suffolkcf.org.uk](mailto:jointheteam@suffolkcf.org.uk) by 7pm on Sunday 15th November 2026.

Please clearly outline your experience and how you meet the requirements of the role by addressing each point in the 'skills, knowledge and experience' section within your covering letter.

Please let us know if you require any special provision because of any disability.

In-person interviews will be held at Wherstead, Ipswich on Thursday 3rd and Friday 4th December 2026.

If needed, second interviews will be held on Thursday 10th and Friday 11th December 2026.

For an informal conversation to discuss the opportunity with Hannah Bloom, Chief Executive, please contact Lesley Chandler, Executive Assistant and Business Manager, by emailing [lesley.chandler@suffolkcf.org.uk](mailto:lesley.chandler@suffolkcf.org.uk).

Successful applicants will be required to evidence their eligibility to work in the UK.



**SUFFOLK**  
Community  
Foundation

SUPPORTING LOCAL LIVES

We are dedicated to providing equal opportunities and encourage all applicants to apply regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

We are also committed to ensuring inclusivity for all and strive to support applicants who may require adjustments to allow them to partake in our recruitment process. Should you require any adjustments, please let us know.

Finally, we are committed to protecting your data and privacy. Please visit our Job Applicant Privacy Notice for full details on how we process your personal data, [Join Our Team - Suffolk Community Foundation](#) ([suffolkcf.org.uk](https://suffolkcf.org.uk)).

**suffolkcf.org.uk**

Charity No: 1109453