

Head of Fundraising

Recruitment Pack 2026



Welcome

The Pepper Foundation is a local charity funding children's hospice care at home, play and family days for children living with life-limiting and life-threatening conditions in Hertfordshire and Buckinghamshire.

We are seeking an ambitious, driven and visionary Head of Fundraising to lead our expanding team at a pivotal moment in our journey. As we launch our new three-year fundraising strategy, this is a rare opportunity to shape the future of a growing charity and play a leading role in delivering sustainable income that directly supports local children and families.

With the backing of an engaged Board of Trustees and a passionate, committed team, you will provide strategic leadership across all income streams. You will guide and inspire our small but high-performing fundraising team to grow and diversify income – strengthening individual giving through innovative donor acquisition and impactful campaigns, while also supporting the development of our corporate partnerships, community fundraising and events programmes.

This is more than a management role. It is an opportunity to build, innovate and leave a lasting legacy. You will have the autonomy to test new ideas, drive performance and embed a culture of ambition and collaboration, ensuring fundraising excellence across the organisation.

Every day in this role brings variety, challenge and purpose. Most importantly, your leadership will directly enable hospice-at-home care, specialist play services and life-enhancing family days for children with life-limiting and life-threatening conditions. Your work will make a tangible difference to families facing the most difficult of times – helping ensure they receive the care, joy and support they deserve.

How to apply:

Email CV & cover letter to Robert.breakwell@pepper.org.uk

Timetable: Closing date: 19th March 2026

Interview date: 23rd & 24th March 2026 with a second round TBC

Head of Fundraising

Job description



Line Manager: Provisionally the Chairman of the board of trustees

Accountable to: Provisionally the Pepper Foundation board of trustees

Primary objectives: The Head of Fundraising manages a small, expanding team to deliver sustainable fundraising income.

Hours: 30 – 37.5 hours per week with some flexibility on when hours are worked.

Salary: £46000–£50000 FTE Pro Rata (depending on experience).

Pension:

We make a 5% contribution to your pension with a minimum of 3% from the employee based on salary paid.

Benefits:

Mileage allowance in accordance with HMRC guidelines, provision of laptop and mobile phone for performance of duties, reimbursement of work expenses and an Employee Assistance Programme.

Specialisms:

The Head of Fundraising will specialise in increasing income through donor development and legacy fundraising whilst having a good, general understanding of community, corporate, events and challenge fundraising.

Office location:

Your primary place of work will be at home, but significant time will be spent out and about meeting supporters and colleagues. Pepper has access to meeting facilities and a small operational base in Berkhamsted.

Area of operation:

Fundraising will take place in Hertfordshire and Buckinghamshire. There will be occasional visits and meetings outside this area.

Professional development:

The Head of Fundraising will be encouraged to undertake training and professional development activities in line with their duties and career aspirations.

Management:

The Head of Fundraising will manage and support:

- the fundraising team comprising a Fundraising Officer and Community Fundraiser
- the communications, marketing and PR agency
- our Database administrator (volunteer, part time)
- our Volunteer Co-ordinator (volunteer, part time)

Works with:

- the Head of Trusts and Foundations
- the Accounts Administrator (volunteer, part time)

Key relationships:

- Pepper supporters, patrons, companies, donors, contractors, suppliers and volunteers
- Pepper board of trustees
- Colleagues at our partner hospices

Head of Fundraising

Job description



Key requirements:

- Work with trustees and colleagues to develop organisational and fundraising strategies, business plans and budgets.
- Work closely with the charity's communications, marketing and PR agency to manage the charity's online presence including website and social media platforms and extend the charity's audience reach to generate support for fundraising campaigns and events.
- Work with the fundraising team to deliver events and initiatives and build relationships to raise funds for the charity
- Build fundraising campaigns to gain support through direct marketing
- Deliver agreed fundraising strategies, business plans and budgets
- Drive, monitor and report on the progress of the fundraising strategy and budget
- Ensure that the charity's case for support is compelling, inspirational and effective
- Maximise, develop and retain records of financial contributions from all sources
- Raise public awareness to position the charity as one of the top three local charities
- Agree objectives, manage and motivate the team and provide the support needed to deliver their objectives including appropriate professional development and training
- Attend meetings and events to deliver promotional talks and presentations about the charity
- Use the charity's Donorfy CRM database and other sources to mine and prospect for new donors and deliver a donor development programme
- Attend trustee meetings and prepare reports on all fundraising and marketing activities
- Manage the recruitment of new fundraising staff and volunteers

This job description does not attempt to describe all aspects of the role to be performed, but indicates the general role required of the post holder. It is open to review and as a result alterations and additions may be made.



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Job description



Essential	Desirable
Education, training and qualifications	
<ul style="list-style-type: none"> Understanding of the Fundraising Regulator's Code of Fundraising Practice 	<ul style="list-style-type: none"> Membership of an accredited fundraising body Record of ongoing professional development Fundraising qualification
Experience	
<ul style="list-style-type: none"> Excellent leadership and line-management skills Strong networking and relationship-building abilities Database/CRM prospecting, maintenance and profiling Relevant fundraising experience with demonstrable results Proven experience of leading and growing fundraising income 	<ul style="list-style-type: none"> Experience of organising challenge events, community fundraising and corporate partnerships Good knowledge of GDPR guidelines Managing and working with volunteers Experience in giving campaigns, direct marketing and legacies Developing and managing marketing, social media and PR
Skills	
<ul style="list-style-type: none"> Expert in using CRM databases Excellent written and verbal communication skills Able to produce and deliver compelling presentations and talks Commitment to the charity's mission, aims and values Competent using Microsoft 365 and other mainstream applications 	<ul style="list-style-type: none"> Previous use of Donorfy CRM database
Other	
<ul style="list-style-type: none"> Car owner and driver with a clean license Able to work flexibly, including occasional evenings and weekends 	

About the Pepper Foundation



The Pepper Foundation is a registered charity which funds children's hospice at home care and specialist play services throughout Buckinghamshire and Hertfordshire.

This innovative paediatric service is one of a kind in the region and offers specialist palliative care and support to children with a life-threatening or life-limiting conditions.

The nurses we fund work with families to provide individualised care and support for each child in their own home on an oncall basis. This service is provided at no cost to the family and enables them to spend precious time at home, together as a family, rather than having to spend time in a hospital setting.

But, children's hospice care is not just about clinical support; a life-limiting condition can also affect a patient's siblings and wider family too. For this reason, The Pepper Foundation also funds and manages the Pepper Play Team, providing in-home play sessions that allow patients, siblings and other family members to experience the joy of play.

We also arrange a series of family events throughout the year, with the aim of giving families the opportunity to spend time together and meet other families in similar circumstances.

Our aim is to provide an environment where families can attend events with suitable accessible facilities. This can include fun days out for the whole family, such as to the zoo or a specialist leisure facility, or sessions at an accessible soft play centre. We also arrange social events for parents, such as coffee mornings. All Pepper run events are provided at no cost to the families, and if required, we can even facilitate travel for those families with significant mobility challenges.

The Pepper Foundation is a small charity and ensures that all donations are being used in the best possible way to fund care and services for local families. We count on voluntary donations to fund our work and without people like you, this service might not be able to available to the community.





the
pepper
foundation



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Charity Number 1056823
Company Number 02797940
Registered in England & Wales



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