An exciting opportunity for a systematic and numerate individual with management experience to join a small dynamic team in a rapidly growing charity. This role has been newly created to oversee recent systems and process developments within the organisation, and to provide vital scalability and support to its ongoing rapid growth. Prism is an entrepreneurial facilitator within the charitable sector, and has grown significantly year on year since 2012, necessitating the need for robust systems management in order to maintain and support the organisation’s developing requirements.

THE ORGANISATION

Prism the Gift Fund is a UK registered charity, and company limited by guarantee in England and Wales. Its mission is to increase the flow of funds into the charitable sector which we deliver through 2 key offerings:

- **Donor Advised Fund (DAF) services to HNW / UHNW individuals & families** who channel their national and international philanthropy through Prism the Gift Fund as a time, cost, and tax effective alternative to one’s own grant making foundation.

- **Collective Fund services** - charitable, finance, and governance infrastructure - to groups who want to create brands or projects of a charitable nature under the auspice of Prism the Gift Fund. The Collective enters into a relationship with Prism benefiting from our charitable expertise and where we provide the administration, due diligence and disbursement of the funds raised in their name.

Structurally, we are one charity with multiple restricted funds that rely on operational partnerships with the individual founders of either DAFs or Collectives.

Both of these service offerings have increased exponentially in popularity over the last five years, with the charity’s income and grant making, last year being in excess of £25 million and £10m respectively. The aim is to continue to grow the income and the Head of Internal Operations & Systems will perform a key role in achieving this target.
ROLE PROFILE

• Manage and oversee all internal systems - databases, accounting systems, internal workflows
  • Understanding of all key functions of the business, and all client types
  • Manage workloads effectively and implementing technology solutions for growth
  • Oversee all internal processes to ensure the sound running of operations
    • Develop and drive relationships with clients and associates
    • Entrepreneurial in outlook
  • Responsibility for the collation of all papers for Prism the Gift Fund board meetings
    • Completing onboarding process for new clients
  • Hold weekly meetings with team members to discuss priorities and coach/advise
    • Represent and promote Prism at external events when required

DESIRED SKILLS / WHO WE’RE LOOKING FOR

• Commercially astute with excellent numerical skills
  • High attention to detail and focus on quality
• A to multi task and understand differing needs - both internal and client
  • At least 3 years’ experience in an operations / systems role
  • Experience in managing people and multiple stakeholders
• Strong interpersonal skills and an ability to work both independently and as part of a team
• Ability to be creative and entrepreneurial when needing to find a solution to a business problem
  • Super organised
  • Experience of using Sage 50 (desirable)
• Experience of implementing infrastructural or systems changes for scale (desirable)

For all applications or queries, please contact: alison@prismthegiftfund.co.uk