

Portobello Business Centre CIC

Non-Executive Director, Fundraising & Strategic Partnerships

Location: Board meetings are held online, with at least one meeting a year held in person in North Kensington. You do not need to live in West London

Remuneration: Unremunerated. Reasonable expenses reimbursed

Term: Three years, with eligibility for re-appointment (see Eligibility and Governance)

Time commitment: Approximately 12 to 15 days a year (see Commitment below)

Reports to: Chair of the Board

Commencement: End October 2026

Application deadline: 30 September 2026

About Portobello Business Centre CIC

Portobello Business Centre CIC is a social enterprise that helps people start, grow and scale successful businesses.

For more than 30 years we have promoted entrepreneurship, social mobility and economic inclusion, working with more than 15,000 people and businesses. Our alumni include household names such as Innocent Drinks, Charlie Bigham's and Karen Millen, alongside thousands of sole traders, start-ups and growing businesses.

West London remains our core focus. We are based at Canalot Studios in North Kensington, where we partner with Workspace to support established businesses, and we increasingly deliver business support across London and beyond.

As a Community Interest Company rather than a charity, our income combines contracts, commercial activity, grants and philanthropic support, and our CIC status shapes which funders are open to us and how we make our case. This makes experienced fundraising judgement more valuable here, not less.

We are now seeking an experienced Non-Executive Director to strengthen our Board as PBC enters its next phase of growth.

The Role

We are looking for a senior leader with substantial, hands-on experience of fundraising, philanthropy, corporate partnerships or strategic income generation at scale.

We are open about where that experience was built. It might have come from charity fundraising, from a grant-making foundation, or from a corporate philanthropy, CSR or community investment role. What matters is that you have carried real accountability for income or major giving, and that you know how significant relationships are won and kept.

PBC has recently appointed a Head of Partnerships & Engagement, who leads the operational delivery of our fundraising strategy. This is a newly established function and the postholder is currently building it single-handedly. A significant part of this NED role is to act as an experienced sounding board to that individual: someone who has held a comparable brief, understands the pressures of building an income function from a standing start, and can offer practical counsel.

This is a supportive and advisory relationship, not a line management one. The Head of Partnerships & Engagement reports to the Chief Executive.

Key Responsibilities

- Provide Board-level oversight of fundraising, strategic partnerships and income diversification, spanning corporate partnership development, major donor cultivation and grant pipeline management.
- Advise and constructively challenge the Board and executive team on fundraising strategy, performance, risk and opportunity, including realistic pipeline assumptions and the pace of income growth.
- Support the CEO and Head of Partnerships & Engagement in developing major corporate and philanthropic relationships.
- Act as a sounding board to the Head of Partnerships & Engagement and support their professional development.
- Use your experience and networks actively to open doors to senior corporate leaders, high-net-worth individuals, philanthropists, trusts and foundations and other strategic partners. In practice we would expect this to mean four to six warm introductions a year, made personally rather than passed on as a name. We will agree what is realistic with you rather than impose a quota.
- Support the development of compelling propositions and cases for support for major funders and partners, including how PBC evidences and articulates its social value.
- Provide insight into fundraising governance, ethics, regulation and sector best practice, including due diligence on prospective donors and partners.
- Contribute more broadly to PBC's strategy, growth, governance and long-term sustainability as an active member of the Board, including collective responsibility for the organisation's financial health and statutory duties.

Experience & Expertise

Essential

- Senior leadership experience at Director or Head of Fundraising level, or equivalent, with personal accountability for a fundraised income portfolio of at least £1 million a year. We will also consider candidates who have held equivalent accountability for a corporate giving, foundation or community investment budget of comparable scale.
- A demonstrable track record of developing and implementing a multi-year fundraising strategy that measurably diversified income, not solely delivered against an existing target.
- Personal responsibility for securing or leading on six-figure corporate partnerships, major gifts or grants as lead relationship holder.
- Depth across at least two of the following, with working knowledge of the third: corporate partnerships, major donor and high-net-worth individual giving, trusts and foundations.
- Credibility with senior corporate leaders, high-net-worth individuals and philanthropists, and an active current network across those communities that could strengthen PBC's reach.
- A working knowledge of fundraising governance, regulation and good practice, including the Fundraising Regulator's Code, data protection obligations and ethical acceptance and refusal of donations.
- A strong commitment to entrepreneurship, social mobility and measurable social impact.

Desirable

- Membership of the Chartered Institute of Fundraising or an equivalent professional qualification or accreditation.
- Experience of income generation for a Community Interest Company, social enterprise or other non-charitable structure, or a clear understanding of the constraints this creates.

- Experience of building, restructuring or scaling a fundraising function, particularly from a standing start or a small base.
- Familiarity with the corporate and philanthropic landscape of West and Central London, including Kensington and Chelsea and Westminster, or comparable mixed-wealth London boroughs.
- Experience of mentoring or developing senior fundraising staff.
- Previous Non-Executive Director, trustee or other Board experience.

Commitment

We want to be clear about what this role asks of you, so that you can judge whether it fits alongside your existing commitments.

- Attendance at five Board meetings a year. Most are held online, with at least one held in person in North Kensington. Papers are circulated in advance and we expect them to be read.
- A short catch-up with the Head of Partnerships & Engagement roughly every six to eight weeks, typically by phone or video, to provide advice and act as a sounding board.
- Occasional availability to the CEO between meetings on fundraising matters, and participation in the annual strategy session.
- Making the introductions described under Key Responsibilities and joining the first meeting that follows where your presence would help open the conversation. Beyond that, the relationship is picked up by the Head of Partnerships & Engagement.
- Attendance at a small number of donor, partner or stakeholder events during the year, typically two or three, subject to your diary.

Taken together, this amounts to approximately 12 to 15 days a year.

Eligibility & Governance

As a Non-Executive Director you will be a statutory director of Portobello Business Centre CIC, registered at Companies House, with the legal duties that carries under the Companies Act 2006. Please note the following, which reflect PBC's Articles of Association.

- You will also become a member of the Company. Under our Articles, every member must be a Director and the Directors are the only members. You will be asked to complete a short membership application, and your liability as a member is limited to £1.
- Directors serve a term of three years, ending at the Board meeting following the third anniversary of appointment. Directors are eligible for re-appointment by the Board for a second consecutive term, and exceptionally for a third, after which a break of at least twelve months is required.
- You must be eligible to act as a company director and not disqualified from doing so.
- You will be asked to disclose other directorships, trusteeships and relevant interests. These are recorded in a register of Directors' interests, and conflicts must be declared as they arise.
- PBC is a Community Interest Company subject to an asset lock, meaning its assets are held for community benefit and cannot be distributed for private gain.
- A Director who misses three consecutive Board meetings may be removed from office by resolution of the Board.
- Appointments are subject to satisfactory references.

Our Commitment to Inclusion

PBC exists to widen access to entrepreneurship, and we want our Board to reflect the communities we serve. We particularly welcome applications from people currently under-represented on charity and

social enterprise boards. If you meet most but not all of the essential criteria and believe you could do this role well, we would still encourage you to apply and tell us why. We are happy to discuss adjustments to the application process or to how the role is carried out.

How to Apply

Please send your CV and a short covering letter outlining your relevant experience, your networks and your motivation for joining our Board, to info@pbc.co.uk by 30 September 2026. An informal conversation with the Chief Executive can be arranged beforehand. Shortlisted candidates will meet the Chair and Chief Executive, and then the wider Board.