



HEAD OF LUMI FOUNDATION JOB SPEC 2025

As Head of Lumi Foundation, you will shape the future of a small, award-winning charity. You will manage a small team, shape the strategy, liaise with partners and lead fundraising. You will report to the Trustees of the Foundation.

Shape the Strategy and Measure the Impact

- Lead the annual activity planning of the Foundation with the team and Trustees, including fundraising events and workshops, partnerships, grant opportunities and new classes
- Proactively shape the future growth strategy of the Foundation
- Manage small team to deliver the plan and strategy
- Measure overall impact and progress against strategy with the support of the team and reporting to Trustees
- Produce an annual impact report to demonstrate achievements of the charity
- Create reports for grant makers, donors and the Charity Commission as needed
- Oversee annual budget and plan for future by creating 3-year view of financial position

Make Connections and Build the Network

- Make connections with new communities, charities and business partners
- Promote the Foundation – spreading the word about the benefits of yoga for all
- Connect with MPs, Councillors, APPG (All-Party Parliamentary Group), Hammersmith BID (Business Improvement District), LBHF (London Borough of Hammersmith & Fulham) and other councils
- Maintain relationship with the British Society of Lifestyle Medicine (BSLM)

Fundraising

- Build and execute a fundraising strategy and prepare the fundraising schedule
- Plan major fundraising events (eg sponsored events, Festive Flow) and coordinate execution with team
- Manage and grow the Foundation Friends programme

Grant applications

- Research grants
- Submit applications
- Track grants and monitor progress



Management and Reporting

- Lead regular team meetings
- Prepare quarterly report for Trustee meeting
- Meet once a quarter with Trustees

Skills Required

- Experience of managing a team and working with partners
- Business experience including familiarity with processes, financials, KPIs and marketing
- Ability to work independently as well as part of a small team
- Confident networker
- Strong written and communication skills
- Detail orientated with a drive for excellence: setting high standards
- Experience of working for a small charity is an advantage
- Well-versed in G-suite products (Docs & Sheets)

Salary

- This freelance contractor role is paid hourly and we estimate a maximum of 60 hours per month. Range is £18-£20 per hour, depending on experience

Apply

If you're interested in applying for the Head of Foundation role, please send your CV and words on why you're interested in the role to info@lumifoundation.org.uk.