

## **Royal School of Needlework**

### **Trusts and Foundations Fundraiser (part time)**

Salary £35,000 pro rata

This is an exciting opportunity to join the Royal School of Needlework, the international centre of excellence for the art of hand embroidery with a thriving range of hand embroidery courses from one day to three-year degree programmes and welcoming students of all ages and from across the world. The RSN has a diverse funding base, within that your role will be to raise funds for: specific courses, for student bursaries, for new projects such as digitising our Archive and Collection and our schools programme *Embroider a Selfie*, for our growth plans and above all for the initiatives and events we want to create to celebrate our 150<sup>th</sup> anniversary in 2022.

This is initially a part time role, two days a week, based at our headquarters at Hampton Court Palace, but we anticipate it growing to three days from the new academic year.

#### **Job description**

1. To grow the range of donors and income achieved to meet annual targets.
2. To work with the CE to cultivate and manage relationships with current Trust and Foundation donors to the RSN.
3. To compile and send out funding bids in a timely way to meet all deadlines, including to lottery bodies.
4. To research new potential donors and create compelling cases for fundraising.
5. To work to re-activate past donors where possible
6. To brief the CE when making presentations to potential donors as required.
7. Working with colleagues to develop new areas for funding.
8. To compile reports on the use and impact of funding given
9. To undertake any other activity at the request of the Finance Director or Chief Executive.

#### **Personal qualifications**

With significant relevant experience of working in Trusts and Foundation fundraising, the successful candidate will demonstrate:

- Evidence of successful applications to trusts and funding bodies, ideally from the education sector
- The ability to write compelling proposals
- Excellent research skills
- Strong attention to detail and accuracy
- Experience of using databases for recording and reporting
- Excellent interpersonal skills and the ability to build and develop strong relationships for the long term

- The ability to work independently and collaboratively to achieve fundraising targets
- The ability to work with team colleagues in order to report to funders on the use and impact of their support

The post holder will report to the Chief Executive who understands the fundraising role and who will continue to take the lead in major gifts and direct appeal fundraising.

For the right candidate the scope of the role may grow to include US fundraising and major gift work.

To apply for this role please submit your CV and a supporting statement, which should outline your interest and explain how you meet the role's criteria to Jane Hitchinson at [jane.hitchinson@royal-needlework.org.uk](mailto:jane.hitchinson@royal-needlework.org.uk).

Closing date is Fri 21 February, however, early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert early.