



Patron: HRH The Duchess of Cornwall
President: HRH The Duchess of Gloucester



Royal School of Needlework

Corporate Fundraiser (part time)

Salary £36,000 - £38,000 pro rata for three days a week (£21,600 - £22,800)

Reporting to: RSN Chief Executive

The Royal School of Needlework is seeking someone to develop income from corporate partners. This is a new area of support for the RSN.

The successful post holder must have experience of the whole process of corporate support from research to successful bids to stewardship. You will need to identify and research relevant corporates, develop compelling proposals and partnerships and provide exceptional stewardship.

You will need to be proactive, responsive, with exceptional attention to detail. You will be able to work well independently and juggle competing priorities. The RSN is based at Hampton Court Palace and while this post can be worked remotely in part, it is vital that the post holder keeps in touch with the departments to know what is happening and to keep supporters well informed. You must also keep in touch with the Trusts and Foundation Fundraiser. There will be some out of hours working for which time off in lieu will be given.

This is an exciting opportunity to join the Royal School of Needlework, the international centre of excellence for the art of hand embroidery. We have a thriving range of hand embroidery courses from one day to three-year degree programmes and welcome 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 and scholarships, for new projects such as digitising our Archive and Collection, the RSN Stitch Bank, our schools programme *Embroider a Selfie*, and for our growth plans. We are celebrating our 150th anniversary in 2022 and we want to use this year to raise funds for new initiatives, such as stitch for mental health and wellbeing, and to enable us to plan forward.

This is a part time role, three days a week.

Job description

1. To develop a range of corporate partners to meet annual targets
2. To devise annual plans to reach new corporate partners
3. To compile compelling funding and partnership bids in a timely way to meet all deadlines
4. To research new corporate partners
5. To brief the CE when she is making presentations to potential partners as required
6. To work with colleagues to develop new areas for funding
7. To compile reports on the use and impact of funding given
8. To undertake any other activity at the request of the Finance Director or Chief Executive

Personal qualifications

With significant relevant experience of working in Corporate and Major Donor fundraising, the successful candidate will demonstrate:

- Evidence of successful recruitment and income from Corporates
- 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 will continue to take a stewardship role.

To apply for this new post, please submit your CV and a supporting statement, which should outline your interest and explain how you meet the role's criteria to Claire Worrell, Executive Assistant to the Chief Executive: claire.worrell@royal-needlework.org.uk

Applications will be reviewed on receipt, however an early application is encouraged.

The RSN encourages applications from people of all ages and backgrounds. We are looking to build stronger and better representation among our staff. The successful candidate must have the right to work in the UK and you will be asked to provide evidence of this before starting employment.