

# Royal School of Needlework

## Trusts and Foundations Fundraiser (part time)

Salary £33-35,000 pro rata for three days a week (£19,800 - £21,000)

Reporting to: RSN Chief Executive



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



The Royal School of Needlework is seeking someone to manage and grow support from trusts and foundations.

The successful post holder must have experience in trust and foundation fundraising. You will be able to undertake effective research, write compelling proposals 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 postholder 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 Corporate Fundraiser. There may 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 activities, for student bursaries, 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 150<sup>th</sup> 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 grow the range of donors and income achieved to meet annual targets from trusts and foundations
2. To work with the CE to cultivate and manage relationships with current Trust and Foundation donors to the RSN
3. To compile compelling funding bids in a timely way to meet all deadlines
4. To research new potential trust donors
5. To work to re-activate past trust donors where possible
6. To brief the CE when she is 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 as part of stewardship
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, and ideally legacy 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 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](mailto: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.