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**Fundraising Manager**

Closes for applications 11th December 2023

**Full-Time (35 hours per week)**

Salary: £42k - £45k FTE

Benefits:

* 31 days holiday a year including bank holidays and three between Christmas and New Year.
* Contributory pension through a salary sacrifice scheme to which the company contributes 5%.
* Discount in the RSN shop

Location: Hampton Court Palace.

**To apply**

Please send an up-to date CV of no more than 3 sides and a covering letter to [hr@royal-needlework.org.uk](hr%40royal-needlework.org.uk%20) explaining why you want this job, what you think you can bring and answering the following:

* Pick the three types of fundraising in which you are most experienced and in no more than 200 words for each, explain your involvement in your best success.
* Explain the area(s) of fundraising in which you have least experience and tell us what training or support you would need to make you able to function in this area. (max 200 words).

**JOB SCOPE AND BRIEF**

The Royal School of Needlework (RSN) is the international centre of excellence for the art of hand embroidery. It has the pre-eminent role in hand embroidery education from leisure classes to the Degree and trains all its own tutors. Our professional embroidery studio undertakes commissions from conservation to new work for events from the Coronation to projects with Jay Blades.

 The RSN is developing two projects of international importance, namely:

* **RSN Stitch Bank** - which aims to conserve every stitch in the world and
* **Digitisation of our Collection and Archive** which are currently behind closed doors and mostly unavailable. We aim to make these more accessible by cataloguing and putting the varied collection online.

We also have programmes for Schools and families to introduce them to the benefits of stitch and none of these can happen without fundraising.

 Fundraising plays a major role in many of our activities from supporting students through bursaries, to underpinning the RSN Stitch Bank initiative, to the preparation for a new MA and the online History of Embroidery course. We are also working on a number of other exciting initiatives that will give new scope for fundraising, so this is an exciting time to join us.

 We are now looking to appoint an experienced fundraiser to be based at our headquarters in Hampton Court Palace. You may be an experienced solo fundraiser and you must have successful experience of trust and foundation fundraising. You should also have experience to tow areas of individual fundraising, legacies, corporate fundraising or major gift fundraising.

 We will consider some hybrid working, but it is important that you have a strong understanding of the work happening at the RSN and you will need to have a good understanding of our supporters work in action.

**Main job purpose:**

To raise funds for the RSN bursaries, new initiatives and key projects by building strong funding relationships to meet the business plan objectives of the RSN.

**Job description:**

* Working with the Chief Executive (“CE”) you will develop the fundraising strategy;
* with the CE to build relationships and support with current and potential supporters and RSN Friends:
* actively research, develop and manage the fundraising pipeline, progressing prospects through the solicitation cycle;
* create compelling applications that effectively communicate the work, the benefit and the impact of the individual RSN initiatives;
* acknowledge donations and report on use and outcomes in a timely manner in line with Fundraising Guidelines;
* exceed annual income targets;
* regularly update the CE and Senior Management Team (“SMT”) on progress and provide fundraising reports for the Board of Trustee (Council) meetings.
* abide by fundraising best practice and keep up to date with relevant legislation and develop systems to ensure compliance with Fundraising Regulator and the successful cycle of fundraising;
* ensure all income generation activity is effectively recorded in order to facilitate planning, achieve outcomes and contribute to performance management on an individual, project and organisational basis, using the information to produce high quality statistics and reports as required;
* ensure restricted funding is appropriately identified and managed and any grant conditions are met;
* effectively grow the RSN’s fundraised income to meet annual and long-term targets;
* work with relevant departments to build and report on impact and opportunities arising out of the fundraising programme;
* Working with RSN IT, maintain the fundraising database ensuring GDPR compliance;
* look to develop fundraising Ambassadors to support income streams and promote brand awareness;
* develop and build excellent relationships with internal and external stakeholders to increase knowledge of the sector, identify and secure new opportunities, and
* ensure necessary due diligence processes and scrutiny of donors and potential donors is carried out.

**Skills and experience**

 Essential

* Proven success in fundraising, (three years’ experience or more is preferable).
* Strong knowledge of relevant fundraising methods, ideally major giving from trusts/foundations, corporate, and/or individuals.
* Experience of developing and implementing strategic plans and meeting deadlines.
* Ability to keep records accurate and up to date
* Effective pitching and negotiation skills, with demonstrated ability to influence and persuade at the highest level.
* Good research skills to identify appropriate new potential funders and build new income streams.
* Exemplary communication skills with the ability to tailor communications effectively to varied audiences.
* Excellent organisational skills and the ability to assess, prioritise and manage a varied and demanding workload.
* Familiarity with producing budgets, working with relevant teams, to support fundraising applications and grant reports to funders.
* Desire to learn, develop and advance personal career prospects.
* IT skills – experience of MS Office, particularly Word and Excel, Team/Zoom
* A track record of demonstrating initiative and creativity to achieve desired outcomes.
* Experienced in account management or relationship management.
* Supporter focused and the ability to build rapport quickly and to understand needs and expectations.

Desirable

* Business or marketing degree or equivalent experience
* Evidence of success in delivering sustainable growth in fundraising income

**Person Specification**

* The ideal candidate will have a genuine interest in working in the charity sector.
* Enthusiasm and commitment to the cause in the areas of heritage craft development, training next generation embroiderers and stitch for mental health and wellbeing
* Experience in education and programme delivery are highly desirable.
* Flexible regarding hours of work.
* Aware of own development needs, open to feedback and continuous professional development.
* Strong knowledge of fundraising methods, ideally major giving from trusts/foundations, corporate, and/or individuals
* Strategic thinker but hands on practitioner and attention to detail.
* Personable polite, and confident and be a positive advocate for the RSN and its work.

All applications should be received by email by 10 am Monday 11 December 2023.