

## **Trust Fundraiser**

**Reporting to:** Head of Fundraising

**Liaison with:** All members of staff, Development Board, Trustees, external stakeholders

**Contract period:** 3 days each week, flexible working possible.

**Usual working hours:** 9.30am – 5.30pm

**Location:** West London

**Salary:** up to £37,000 (pro-rated for part time) depending on experience and contracted days

## **Introduction**

British Exploring Society (BES) is a world class youth development charity with a unique heritage, founded on the belief that challenging experiences can change lives, empowering and equipping young people with the courage, integrity, skills, resilience and motivation to make the most of their future.

We prepare young people for expeditions to remote locations where they face challenges, acquire outdoor skills and learn about themselves - as well as undertaking projects with content relevant to their lives and to the fragile environments that they explore.

The results are transformative – not just in terms of practical skills and resilience, but in a new-found confidence and self-belief which they carry forward to their future life.

More than this, through their adventure together, our young people forge friendships for life and become part of a unique supportive and continuing community of explorers with shared experiences, values and perspectives on the world.

We seek an able, ambitious and engaging fundraiser with real insight, and a flair for compelling bid writing.

British Exploring Society's new Fundraising Strategy has 3 areas of focus. Its first is Trusts and Foundations. We have had considerable success in this area already, but wish to diversify our donor base, develop close relationships and grant giving with greater focus on programme and organisational development, and transformational and strategic funding (including multi-year funding) with a focus on supporting disadvantaged young people and partnership working with other charities. Our Trust Fundraiser will work with the Head of Fundraising to develop a pipeline of bids and future bid opportunities according to our strategic priorities. They will also have the opportunity to help shape our thinking and targets in fundraising as we move forward.

### **The Role**

- Produce high quality creative and effective proposals/applications to trust funding bodies in line with our strategy and in keeping with our brand and core values (including production of compelling Cases for Support);
- Actively develop and maintain excellent relationships with funding bodies at both Executive and Trustee level, planning and delivering appropriate engagement opportunities and meetings as appropriate;
- Research potential new funding leads, identifying prospective trusts and other grant-giving bodies and creating priorities in future activity through effective profiling.

### **Financial and other targets**

- Apply to a range of trust or other grant giving bodies with the potential to give five and six figure grants;
- Secure multi-year grants, as well as one-off gifts to agreed targets;
- Meet or exceed income targets for trust and other grant income for both restricted and unrestricted income as agreed;
- Compile meaningful and accurate progress reports as required to meet grant terms and to support open dialogue and positive relationships with grant makers wherever possible;
- Manage trust donor cultivation and retention to agreed targets.

### **Administration and best practice**

- Manage up to date and precise records with absolute discretion and according to our Data Protection and Privacy Policies;
- Keep up to date with relevant UK legislation, policies and best practice in relation to fund-raising and charitable giving.

### **General**

- Contribute to Fund-raising strategy and planning;
- Present at board meetings as and when required;
- Contribute to any updating of policies and procedures as required;
- Following full induction, participate in the team rota as a Duty Officer during periods when the Society is running 24 hour support service for our expeditions;
- Undertake any other reasonable duties according to the needs of our small fundraising team.

### **Experience and skills**

- Strong numeric skills, including an understanding of and ability to work with budgets and targets;
- Direct experience of developing and implementing a trust fundraising programme, including acquisition, retention and development;
- Solid, varied experience of working with a range of trusts and foundations;

- Demonstrable success in writing successful funding applications (including managing multiple applications simultaneously) and effective reporting on grants (from trusts, corporate partners, or government agencies);
- Excellent communication skills, with the ability to communicate with people from diverse backgrounds using appropriate language and media;
- A proven ability to influence and negotiate;
- Demonstrable track record of personally securing funding from Trusts and Foundations of at least £250,000+ per annum;
- Experience managing, meeting and exceeding a range of appropriate financial and other targets;
- Experience of building successful relationships with senior managers and teams in order to plan and develop the strongest proposals;
- Proven experience of devising application budgets and project plans and reporting against them;
- Strong organisational skills and able to work under own initiative;
- Understanding of sector best practice and relevant fundraising/charity legislation;
- Effective IT skills across a wide range of common applications including Excel, Google and Word.

#### **Behaviours**

- An open, collaborative, engaging style, capable of building strong relationships internally and externally;
- Excellent time-management and the ability to self-start;
- Adaptable, positive team player who responds well to challenge and feedback and opportunities, with an ability to work under pressure and prioritise workload;
- Ability to demonstrate an understanding and commitment to youth development and of the impact of disadvantage.

#### **What next?**

Send your CV and cover letter of no more than 2 sides of A4 explaining your suitability for the role to:

Jess Ritchie,  
London  
SW7 2AR  
or  
email [Jess@britishexploring.org](mailto:Jess@britishexploring.org)

In your application please let us know if you have any accessibility requirements, or if you need us to make any adjustments to the interview process. Thank you.

Closing date and time for receipt of applications is at midday on **Monday 17<sup>th</sup> June 2019**. Interviews will be in the following week, at the charity's London offices.

We regret that only shortlisted applicants will be contacted.



# FIND YOUR FIRE

British Exploring Society  
1 Kensington Gore, London, SW7 2AR