

## Fundraising Manager

January 2020

### Summary

We are seeking a Fundraising Manager with experience of helping to secure five and six-figure donations and with a passion for the 1851 Trust's work inspiring young people. Working alongside the Chief Executive and specialist fundraisers, you will be responsible for planning, supporting and leading activities to engage new and existing funders. This is a great opportunity and an exciting time to help deliver the next phase of the Trust's growth and development.

You will bring experience of raising income yourself, ideally across a range of funders including high net worth individuals, companies, trusts and foundations, and statutory partners. With developed skills in writing proposals, planning approaches and stewardship of supporters.

### What it means to work for the 1851 Trust

The 1851 Trust is an ambitious education charity focused on inspiring young people about the opportunities available to them through science, technology, engineering and maths (STEM subjects). As the official charity of Sir Ben Ainslie's America's Cup sailing team, INEOS TEAM UK, the 1851 Trust is based at its state-of-the-art base in Portsmouth and has unrivalled access to the cutting-edge technology and people behind this professional sports team.

The Trust has created exciting learning programmes that harness the power of sport and sustainability and highlight real-life STEM challenges of INEOS TEAM UK. Our digital resources have been adopted by 3,000 teachers across the UK and are delivered to thousands of young people every year. Our STEM and sailing programmes are delivered with partners and focus on breaking down barriers for under-represented groups of young people.

The Trust's small and dedicated team has exciting plans to extend our reach and to increase the impact we have for young people; and this position will take a central role in delivering that ambition.

The Trust is privileged to have HRH The Duchess of Cambridge as its Royal Patron and Sir Ben Ainslie as its Patron. Chaired by Dame Louise Makin, the Board of Trustees and our existing supporters include many high-profile individuals. Consequently, the Trust has impressive reach amongst a wide range of potential supporters and stakeholders.

We are currently a small team and you will be the Trust's full-time fundraiser. Accordingly, we are seeking someone with experience, energy and the ability to flourish within a small team and dynamic working environment. In return, we offer you an exciting environment in which to work, excellent opportunities for personal development and the support of a team committed to delivering outstanding learning opportunities for young people.



## Job Description

Job Title:	Fundraising Manager
Reporting to:	Chief Executive Officer
Hours of Work:	Full-time. Applications from well-qualified candidates who wish to work part time will be considered
Contract:	Permanent
Office location:	Flexible, with time required at INEOS TEAM UK's Base in Portsmouth
Start date:	ASAP
Salary:	Up to £40,000 pa based on experience

## Main purpose

To implement a 3-year fundraising plan to meet the ambitions of the 1851 Trust. The plan will be developed and delivered in conjunction with the CEO and specialist fundraisers and will include securing support from individuals, corporate partners and trusts and foundations. You will capitalise on the support available from the Trust's existing networks and on the increasing awareness of INEOS TEAM UK's challenge for the 36<sup>th</sup> America's Cup in 2021.

## Key Responsibilities

Develop and lead a 3-year strategy to increase income that leverages fundraising and sponsorship opportunities for the 1851 Trust.

1. Responsible for developing a pipeline of prospective supporters across income streams through:
  - o market and prospect research;
  - o Identifying and planning approaches using a range of engagement opportunities,
  - o responding to leads and opportunities, including high quality proposal and presentation writing; and
  - o working closely with colleagues to secure funding aligned with Trust ambitions.
2. Ensure effective and innovative stewardship, including for example:
  - o Ensuring the timely delivery of programme commitments;
  - o Meeting reporting expectations and deadlines; and
  - o Seizing opportunities to develop stronger relationships with key stakeholders.
3. Deliver a range of events and activities to raise interest in the Trust with existing and prospective supporters.
4. Work with specialist fundraisers and manage the appropriate involvement of 1851 Trust Trustees and stakeholders to build relationships and deliver agreed plans.
5. Create and maintain income pipelines aligned to 3 year income targets, prepare regular reports and contribute to monthly management information.
6. Responsible for the 1851 Trust's CRM system ensuring team members are trained and enabled to record all relevant correspondence, programme and income activity.
7. Work with colleagues to ensure impact of programmes is appropriately measured and analysed to deliver impact and outcome metrics to support organisational development and as agreed with funders.
8. Liaise regularly with colleagues to ensure an up-to-date knowledge and understanding of programmes, impacts, outcomes and potential.
9. Stay up to speed with best practice within fundraising and the charity sector. Identify areas of compliance, new areas of opportunity and innovation within the sector.

## Person Specification

### Knowledge and Experience

- Track record of securing funds from donors, including planning and managing donor journeys through meetings, events and regular communications.

- Experience of coordinating regular and appropriate involvement of colleagues, Trustees and high-profile supporters.
- Experience of researching income opportunities and database management
- Background in identifying and presenting new prospect opportunities, including producing fundraising collateral and preparing for meetings.
- Understanding of STEM education and sport for development initiatives in the UK is desirable.
- Experience of working as part of a small team and/or alongside a professional sports team.

### **Skills and Attributes**

- Exceptional verbal and written communication skills
- Strong interpersonal skills - confidence to galvanise support of Trustees, colleagues and supporters
- Proactive and confident in using own initiative and prioritising workloads
- Creative thinking and problem solving
- Strong networking skills
- Good IT, particularly database, skills

### **Personal**

- Committed to the 1851 Trust's aims and objectives of providing opportunities to young people.
- Willing and able to travel to regional and national meetings and events, including out of office hours.

### **How to apply**

Please send a CV and covering letter which clearly explains what your skills and experience will bring to this role and the 1851 Trust to Ben Cartledge at [ben.cartledge@1851trust.org.uk](mailto:ben.cartledge@1851trust.org.uk).

Interviews for short-listed candidates will be conducted on receipt of applications, and take place at our offices at INEOS TEAM UK's base, The Camber, Portsmouth PO1 2JJ