



Job Title: Head of Fundraising

Reports to: Director of Painshill

Contract: 18th Month Contract (with a view to this post becoming permanent subject to sufficient funding generated)

Hours: Full time, 37 hours per week, flexible working considered

Holidays: 25 days per annum, plus Public Holidays

Working Location: Painshill, Cobham, Surrey (with onsite car parking)

Salary: c£33,000

Closing Date for Applications – Sunday 24th February 2019

Interviews to be held at Painshill - Thursday 7th March 2019

Please send Covering Letter and CV to applications@painshill.co.uk

About Us

Painshill is a registered charity restoring and conserving the beautiful award-winning 158 acre 18th Century landscape created by Charles Hamilton. Using the landscape as his canvas Hamilton created a series of 'living paintings' of such beauty that American President John Adams, who visited the gardens in 1786, referred to Painshill as 'the most striking piece of art I have yet seen.'

Currently attracting 100,000 visitors per year, Painshill has ambitious plans to drive fundraising income, visitor numbers, membership numbers and commercial activities over the coming years. This exciting new role has been created to help realise this vision.

To learn more about our work please visit: www.painshill.org.uk

Facebook / Twitter @painshill

Job Purpose:

Painshill is recruiting for a Fundraising Manager to develop and implement a strategy of fundraising programmes which over 18 months will deliver significant income for Painshill.

At a time of strategic and operational change for Painshill this new post has been part funded through a Resilient Heritage Grant from the Heritage Lottery Fund and will look to build on a proud history of fundraising at Painshill. The successful candidate will bring the prerequisite skills to Painshill and spearhead a programme of fundraising activity in order to continue the restoration and conservation of Hamilton's 18th century garden masterpiece.

The successful candidate will undertake an audit to establish the opportunities and potential to develop and maintain new voluntary income streams and new sources of funding and in conjunction with the Director will define, implement and deliver a robust fundraising development plan.

Main Responsibilities and Tasks:

Strategy and Planning

- With support from the Director create a fundraising strategy to meet our short and long-term funding goals.
- Working with the Director set annual income and expenditure targets for fundraising and set out appropriate activities to ensure these are met.
- Prepare phased budgets and forecasts in line with activity plans and progress to ensure the value and timing of planned restricted and unrestricted income to the organisation is accurate.
- Prepare bi-monthly fundraising reports for the Board.

Fundraising

- Identify, research, approach and cultivate new major donor prospects. Work closely with the Director, Trustees, Staff and existing supporters to map and build on their current networks.
- Engage with new and existing supporters and with an initial focus on the current Membership programme seek to increase renewals and uptake of direct debit and to recruit an agreed target of new members.
- Grow income from grant giving bodies and Trusts and Foundations with a specific target over the 18 months of the contract.
- Develop a managed approach to legacy programmes securing legacy pledges.
- Working with the Director and Trustees identify suitable projects to build cases for support and wish lists for supporters.
- Appraise the potential for corporate membership and sponsorship. Build projects and packages which can help deliver sponsorship of events and support from the corporate sector with specific targets.
- Identify and manage the coordination of acknowledgment and recognition opportunities.
- Identify and develop necessary systems and processes to ensure accuracy in record keeping and tracking income raised. Ensure that all systems created are compliant with GDPR best practice.
- Build and develop cross-organisational relationships and where relevant introduce training programmes to strengthen the organisation's fundraising capability and understanding.
- Identify and manage the coordination of acknowledgment and recognition opportunities.
- Put in place measures to effectively evaluate targets across all fundraising programmes.

Qualifications and Experience:

- Honours degree plus at least two years of proven successful experience in trusts, corporate or individual giving fundraising, generating significant income.
- Proven ability to manage and develop diverse relationships.

- Excellent written and oral English language communication skills.
- Experience in writing and delivering persuasive copy for supporters.
- Full understanding of fundraising guidelines including GDPR and Gift Aid compliance.
- Interest in heritage and conservation.

Skills and Personal Qualities:

- Energy and initiative.
- Proven ability to work on own initiative and as part of a team.
- Strong computer skills, in particular with MS Word, Excel, Outlook and fundraising software.
- Excellent organisational skills.

Other

- Represent Painshill at fundraising events.

Please note that job descriptions cannot be exhaustive and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.