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**JOB TITLE**

Fundraising Manager

**ABOUT QEST**

The Queen Elizabeth Scholarship Trust (QEST) was formed in 1990 by the Royal Warrant Holders Association to mark the 90th birthday of Queen Elizabeth, The Queen Mother. HRH The Prince of Wales is the charity's Patron, with Vice Patrons the Earl of Snowdon (David Linley) and the Marquess of Salisbury.

QEST is a registered grant-giving charity which helps to sustain traditional and contemporary craft skills by funding the training and education of talented and aspiring individuals on their continuing journey to excellence. To date, QEST has awarded some 670 scholarships and apprenticeships totalling £5.2 million. Ceramicists, sculptors, embroiderers, thatchers, woodworkers, printmakers and many more have all honed their skills with help from QEST – often becoming leaders in their field – and making a vital contribution to the British craft industry. For more information on QEST and to explore the directory for those we have supported over the past 30 + years, go to [www.gest.org.uk](http://www.gest.org.uk)

Currently, we have two application rounds per year, awarding around 40 + scholarships and apprenticeships annually (some £400-£450 k). We have an ambition to increase QEST's annual charitable giving to £1 million by end 2024.

QEST receives funding (restricted and unrestricted) from a variety of sources, including (currently primarily) Trusts and Foundations, Livery Companies, Royal Warrant-holding companies, other corporates and individuals; as well as through other fundraising activities, including a Dinner at the Victoria & Albert Museum, London.

We share an office in Victoria, London (SW1) with colleagues from the Royal Warrant Holders Association.

## Future Plans and Growth Strategy – Education, Young People and Diversity

The QEST board have signed off on a plan to develop new strands of grant-giving to include young people and, in doing so, help to drive diversity in a meaningful way – from those who practise craft; to the crafts – and influences - that are practised, and where.

Alongside our existing grant-giving streams (scholarships and apprenticeships) we want to explore the opportunities for additional grant-giving to inspire, nurture - and provide access to – training for the future generation of professional makers; encouraging young people from all backgrounds into craft at the optimal time so that they can consider a lifetime enjoyment of craft and, crucially, discover the pathways to craft and the chance to build a sustainable career in their chosen craft skill – whether that's through their own practice or within industry.

We have recently appointed an Education and Partnerships Manager to help develop the growth plan, providing research and strategic options; establishing key partnerships and new initiatives to deliver on the plan.

We will also be announcing a major partnership (November) with a national organisation; with a pilot programme from January 2023 - and which requires funding.

### **MAIN PURPOSE OF THE ROLE**

The Fundraising Manager, with the CEO, will help to develop the fundraising strategy to reflect QEST's existing grant-giving, as well as the charity's future plans and growth strategy. This is likely to include recruiting an additional member of the team to support the fundraising activity.

This will be achieved by delivering income (restricted and unrestricted) through grant applications and fundraising approaches to Trusts and Foundations, Livery Companies, as well as institutional funders and statutory bodies, where appropriate. There is scope to develop individual and corporate fundraising; and other general fundraising activity (with the Project Manager – Events/Operations).

### **KEY TASKS AND RESPONSIBILITIES**

This role will include (but not limited to):

- Increasing QEST's income from a variety of sources, via compelling, targeted bids against a set of agreed targets
- Developing and maintaining a detailed knowledge of QEST - its background, objectives and programmes; reviewing and refining the case for support
- Identifying and researching potential funders to produce an extensive pipeline of prospective donors and supporters
- Building productive relationships with new and existing funders, providing excellent Donor Stewardship - including donor matching, regular updates and reporting; including impact evaluation (internal and external)
- An understanding of the craft/art/education sector; developing and building professional relationships with key contacts and networks

- Providing up-to-date knowledge and expertise of best practice in fundraising, including developing protocols and governance processes around giving; as well as statutory and regulatory requirements
- Promoting and maintaining a positive profile for QEST, for example, through presentation to prospective funders; participating in networking and building on external relationships that relate to QEST's activities and priorities

### **Administrative and general**

- Maintaining efficient administrative systems, records and transactions of fundraising activity using the charity's CRM database, Salesforce
- Alongside colleagues, helping to grow the QEST database sourcing, inputting and updating details for organisations, third parties and partners
- Maintaining data protection compliance and best practice
- Providing cover for the other team members as and when required
- Undertaking any other tasks, training or appraisal recommendations as appropriate

### **Other**

- Undertaking other reasonable duties, as may be determined by the line manager (CEO) from time to time
- Ensuring that all activities are delivered to the highest possible standards, as befitting a Charity of the Royal Warrant Holders Association, with Royal Patronage
- It is the duty of all employees to behave with respect towards other members of the team, trustees, ambassadors, alumni, partners and all those who come into contact with the charity
- To comply with all Health & Safety policies and procedures as defined in the QEST Employee Handbook

### **Key day to day contacts**

- QEST Team (CEO, Communications Manager, Project Manager (Events/Operations), Grants Officer, Projects and Grants Co-ordinator; Head of Finance/Finance Officer
- QEST Trustees and Ambassadors
- QEST Alumni
- Third parties and partners relevant to the role

## **PERSON SPECIFICATION**

### **Skills, Attributes and Experience**

#### Essential Experience

- Significant experience of writing successful funding applications across a wide range of sources (ideally for art/craft and/or education projects or programmes)
- Experience of developing fundraising strategies, including protocols for major giving and other governance requirements; as well as statutory and regulatory requirements
- Experience of writing evaluation and impact reports for funded projects or programmes
- Experience of giving presentations to key stakeholders in different contexts such as to funders, supporters and others, as required

- Experience of research and building funding pipelines
- Experience of establishing long-term relationships with funders and the wider network

#### Essential Skills, abilities and attributes

- Excellent written and verbal communication skills, with meticulous attention to detail
- Ability to work effectively within a small team; as well as independently (self-motivated with a pro-active attitude and initiative)
- Ability to understand and present financial information to prospective funders
- Ability to network, confident in meeting new people and establishing lasting professional relationships with a wide range of people, both internally and externally
- Commitment to increasing diversity and representation
- Computer literate, including MS Office (Word, PowerPoint) and Excel (spreadsheets)
- Experience of using a CRM/database system (preferably Salesforce)
- Active interest and knowledge in/of the crafts/art/education sector
- Ability and flexibility to adapt (and identify) new working methods as the organisation grows and develops

#### **CONDITIONS OF EMPLOYMENT**

**Contract:** Permanent, full-time

**Hours:** Normal working hours are 9am to 5pm, Monday to Friday. There will be occasional evening or weekend work for which time off in lieu will be given

**Location:** Primarily office-based at No.1 Buckingham Place, London SW1E 6HR (with room for some flexibility)

**Salary:** £40,000

**Reporting:** The Fundraising Manager will report to the CEO

**Notice:** The initial three months of the appointment will be regarded as a probationary period. During this time one weeks' notice of termination may be given in writing by either party. On successful completion of the probationary period, the notice period to end the employment would be three months in writing by either party

**Holidays:** The entitlement to paid annual leave in the holiday year which runs from 1 January to 31 December, is 25 days (pro-rata), in addition to 8 bank and public holidays

**Sick leave:** Statutory sickness benefits apply

**Pension:** Statutory workplace pension benefits apply (on completion of three-month probationary period)

#### **Equity, diversity and inclusion statement**

QUEST believes that diversity of all kinds enriches its mission to support excellence in British craftsmanship. It is committed to achieving greater equity, diversity and inclusivity (EDI) across the organisation; its wider network and amongst those it supports and the wider

British craft industry.

**QEST's Equity, Diversity and Inclusion policy can be seen here [EDI-Policy-Statement-July-21.pdf \(gest.org.uk\)](#)**

## **HOW TO APPLY**

Please include a CV and supporting statement, ensuring that you align your supporting statement with the job description and person specification.

We have provided this information online so that it is as accessible as possible. However, if you need this information in a different format, please email [info@gest.org.uk](mailto:info@gest.org.uk)

We particularly welcome applications from candidates who consider themselves under-represented in the arts, crafts or education sectors.

Please submit your CV and supporting statement by 5pm on Wednesday, 31 August 2022 to Deborah Pocock at [Deborah.pocock@gest.org.uk](mailto:Deborah.pocock@gest.org.uk)

We prefer applications to be emailed but if you wish to submit a paper application, please send to Deborah Pocock, CEO at QEST, 1 Buckingham Place, London SW1E 6HR.

First interviews, preferably in-person, will take place during week of 5 September.

**Please note that you will only be contacted if you are invited for interview.**