

Compton

Trusts Fundraising Intern

Candidate Information Pack

June 2024



1/ Welcome

Thank you for your interest in joining Compton Fundraising.

Established in 1956, we are proud of our long history and track record as fundraising thought leaders, planners, and practitioners in the UK and world-wide.

Our clients recognise Compton as *'the trusted name in fundraising'*, thanks to the transformational contributions we make. We are proud of our history and track record. Over the last 70 years, we have helped to raise hundreds of millions of pounds for thousands of not-for-profit clients in over 40 countries.

Our tested 'The Compton Way' continues to deliver extraordinary fundraising results, even in today's challenging operational and economic conditions.

Thank you for your interest in joining us.

A handwritten signature in blue ink, appearing to read 'P Molloy', written in a cursive style.

Paul Molloy
Managing Director

2/ About the role and our internship scheme

Are you looking to kickstart your career in the third sector? Would you like to learn more about Fundraising and develop your skills?

We want to hear from you. Our Don Leier Internship Scheme, named after our former Chairman, offers paid internship opportunities for individuals keen to move into fundraising in the charitable sector.

As a Fundraising Intern, you will work alongside experienced Compton consultants and in-house client staff to deliver exceptional fundraising performance for our clients.

This six-month placement will provide the successful candidate with a good knowledge base across all fundraising income streams and tangible experience to pursue a career in the Third Sector.

You will be trained and mentored daily by experienced Compton consultants.

- **Role:** Trusts Fundraising Intern
- **Reporting to:** Managing Consultant
- **Salary:** £21,000
- **Contract:** 6 months, with potential career opportunities available upon completion of the internship
- **Location:** London/Hybrid
- **Hours of work:** 35 hours a week
- **Annual Leave:** 25 days plus Bank Holidays
- **Standard Life pension scheme** with Company contributions starting at 3%
- **Compton conferences, workshops** and other learning and development groups
- **Employee Assistance Programme** offering free 24/7 support + counselling and advice

3/ Job Description

As a Compton Fundraising Intern, you will:

- Assist in the development of fundraising proposals and supporting materials.
- Contribute to the preparation of newsletters and other mailings to supporters.
- Provide prompt and effective responses to fundraising enquiries and deliver excellent supporter care.
- Assist with the maintenance and updates of client databases to ensure accuracy (training will be provided).
- Write and issue agendas and meeting notes.
- Conduct other duties as assigned by the Managing Consultant and/or other Compton line manager.
- Support and attend client initiatives and events as part of the wider Fundraising team outside of normal working hours.



“Thank you for considering this opportunity. The Compton internship scheme is a fantastic way to kickstart your career, offering a great and diverse array of learning experiences and the chance to make a meaningful impact”.

Francesca Allievi – Digital, Marketing and Communications Consultant

4/ Person Specification

We welcome applications from graduates, or individuals with equivalent volunteering or working experience.

Experience, knowledge, skills

Ability to write clearly and concisely.

An open, creative, enquiring mind with a keen interest in fundraising and the charitable sector

Strong communication and presentation skills

IT skills including basic research skills.

Resilient and organised with the ability to prioritise a busy workload

A basic understanding of the charitable sector

You will receive training and supervision from experienced Compton consultants, with ongoing career opportunities available for those who successfully complete their internship.



“I started as an intern in 2016 and have since progressed to the role of Senior Consultant at Compton. In the past years, I've had the privilege of working with charities from different fields, helping them raise vital funds, all while developing my skills and advancing my career.”

Philip Cuthell – Senior Consultant / Campaign Manager at Royal Trinity Hospice

5/ How to apply

Send your CV and covering letter to lwheatley@comptonfundraising.co.uk by 28 June 2024.

Compton Fundraising encourages people from all backgrounds to apply for this position. Compton is committed to creating a workforce which is representative of our society, and to bringing together those with a variety of skills and experiences to help shape what we do and how we work.



Members of the Compton team at a recent fundraising gala

Connect with us:



[Compton Fundraising Consultants Ltd](#)



comptonfundraising.co.uk