

WEST  DEAN



Fundraising Assistant

Candidate Pack

May 2026

About West Dean



West Dean is a unique place to work and visit, combining an internationally recognised centre for arts, design, craft, and conservation with award-winning public gardens, historic collections, and a working estate.

In Sussex, our campus is set within the 6,350-acre West Dean Estate in the South Downs National Park. It is home to West Dean College, renowned gardens that attract thousands of visitors each year, heritage glasshouses, a kitchen garden, and tranquil parkland walks. The estate also includes a Tapestry Studio and historic staterooms that host events, exhibitions, and private functions.

The Edward James Foundation Ltd, which operates West Dean, is a charitable educational trust dedicated to preserving heritage, championing creativity, and providing world-class education in arts, craft, design, and conservation across its Sussex and London campuses.

In London, our Bloomsbury campus is home to the prestigious KLC School of Design, offering students access to inspiring studio spaces and is surrounded by world-class museums, galleries, and theatres.

Together, our two campuses bridge countryside and city life, offering a rich mix of education, heritage, hospitality, and visitor experiences. Working at West Dean means joining a community that values creativity, craftsmanship, sustainability, and inclusivity, while playing a part in safeguarding and sharing one of the UK's most distinctive cultural institutions.



About The Role



We are seeking an organised and proactive individual to provide administrative and operational support to the fundraising function at West Dean. This role plays an important part in helping to deliver income from individual donors, trusts, and supporters, while ensuring excellent donor care and accurate record keeping.

Working closely with the fundraising team, you will support a wide range of activities including maintaining donor records within the CRM system, processing donations, preparing reports, coordinating donor communications, and supporting fundraising events and visits. You will also assist with student prize fund administration, donor reporting, prospect research, and website updates relating to fundraising and funding opportunities.

This is a varied and collaborative role requiring excellent organisational skills, strong attention to detail, and the ability to manage multiple priorities. You will be comfortable working with data and systems, have strong communication skills, and be able to build positive working relationships across the organisation and with external supporters.

The ideal candidate will have previous administrative experience and a professional, approachable manner, alongside a willingness to learn and develop within a fundraising environment.

ABOUT YOU

The ideal candidate will be highly organised, detail-oriented, and confident managing a varied workload in a busy environment. You will have experience in an administrative or support role and be comfortable using data and systems such as CRM databases and Excel.

You will have strong written and verbal communication skills, a professional and approachable manner, and the ability to build positive working relationships with colleagues and stakeholders. You will be able to manage competing priorities, meet deadlines, and handle confidential information with discretion.

Experience in a customer-facing environment or supporting events and projects would be advantageous, along with a willingness to learn and develop within a fundraising environment.

Job Description

JOB TITLE	Fundraising Assistant
LOCATION	West Dean, Sussex (PO18 0QZ).
DEPARTMENT	Fundraising / Finance
REPORTING TO	Senior Fundraising & Student Funding Manager
MAIN PURPOSE OF ROLE	To provide administrative and operational support to the fundraising function, helping to deliver income from individual donors, trusts and supporters, and ensuring a high standard of donor care and record keeping.

KEY RESPONSIBILITIES

- Maintain and develop accurate donor records within the CRM system, building a strong understanding of system structure and data integrity, including preparing data for import and export, and producing reports to support fundraising activity.
- Process donations and support fundraising reconciliation activities in collaboration with finance including processing and recording fundraising team expenditure, maintaining accurate and up to date records on the CRM and related spreadsheets.
- Monitor fundraising inboxes, responding to enquiries including gifts in kind, liaising with enquirers, and coordinating with relevant internal teams to ensure timely and appropriate follow-up.
- Prepare and issue donor acknowledgements and thank you communications.
- Support the administration and coordination of student prize funders, taking day-to-day responsibility for donor engagement and communications, working closely with relevant internal teams.
- Support the Senior Fundraising & Student Funding Manager in donor reporting, including liaising with funded students and tutors to gather information required for funder reports.
- Support the organisation and delivery of donor visits and occasional events.
- Provide administrative support to prospect research activities, including gathering and collating information to support the development of fundraising opportunities.
- Provide general fundraising administration and project support as required.
- Maintain and update funding and fundraising pages of the West Dean website liaising with relevant internal teams, communicating updates where appropriate, and engaging with donors and funders as required.

This job description will be reviewed periodically in consultation with the postholder.

PERSON SPECIFICATION



EXPERIENCE

- Experience in an administrative or support role (Essential)
- Experience working with data and/or databases (Desirable)
- Experience in a customer-facing or stakeholder-focused environment (Desirable)
- Experience supporting events or projects (Desirable)

EDUCATION & QUALIFICATIONS

- Educated to A Level standard or equivalent (Essential)
- Relevant qualification in administration, fundraising or marketing (Desirable)

SKILLS, KNOWLEDGE & BEHAVIOURS

- Strong organisational and administrative skills
- High level of accuracy and attention to detail
- Good written and verbal communication skills
- Ability to manage competing priorities and meet deadlines
- Comfortable working with data and systems (e.g. CRM, Excel)
- Professional and approachable manner
- Ability to build positive working relationships
- Discretion and understanding of confidentiality
- Willingness to learn and develop within a fundraising environment

General Ts & Cs



Job Title:	Fundraising Assistant
Contract:	Permanent
Location:	West Dean, West Sussex (PO18 0QZ)
Hours:	21 hours per week, 3 days over 7
Salary:	£15,000 per annum (£25,000 FTE)
Holiday:	20 days per annum, inclusive of bank holiday (33 days FTE)
Benefits:	<ul style="list-style-type: none">• Generous contributory pension scheme, matching from 4% to 7.5%• Pro rata equivalent of 2 weeks' Company Sick Pay• Employee Assistance Programme• Mental Health First Aiders• Cycle to work scheme• Free entry to West Dean Gardens• Discounts on retail goods in our two shops in Sussex• Free and discounted places on short courses at West Dean College• Free use of West Dean, Sussex, facilities including swimming pool, library, and tennis courts• Subsidised bed and breakfast rates in Sussex campus

Working pattern to be agreed, with the 21 hours worked across a minimum of 3 days.

How to apply



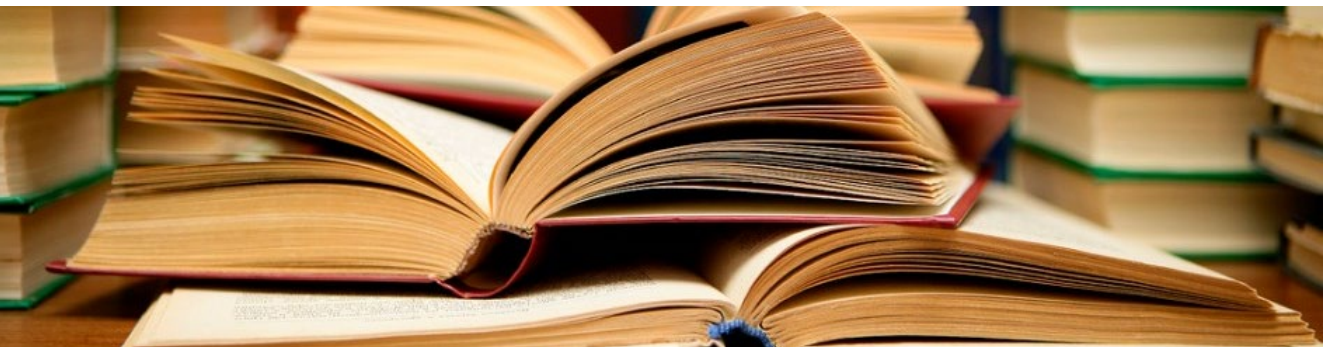
If you are passionate about providing exceptional service, fostering a warm and inclusive environment, we'd love to hear from you! Please apply via our careers site: [West Dean Careers](#) or for more information, please contact us on recruitment@westdean.ac.uk

DIVERSITY & INCLUSIVITY STATEMENT

West Dean College values the diversity of its staff and students. We aspire to be a fully inclusive and representative employer and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, faith or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We strongly encourage applications from suitably qualified candidates from a wide range of backgrounds to apply and join our teams at West Dean College.

GDPR POLICY STATEMENT

Our GDPR compliant privacy notice for applicants can be viewed by clicking [here](#). By applying for this job, you confirm you have had the opportunity to read our privacy policy and therefore, agree to the terms and conditions contained therein. By applying for this job and sending us your personal data, including your CV, you give us your consent to contact you about this job or any other jobs we feel are suitable. You are able to opt out of us having your data at any time, by contacting the People Department on people@westdean.ac.uk with your request.



Interviews are scheduled to take place on 16 June 2026.