



The Harlequins Foundation

Fundraising Executive Job Pack



The Harlequins Foundation

The Harlequins Foundation is the charitable arm of the Club, delivering programmes in our communities that primarily support young people to develop the Essential Skills, enabling success on and off the pitch.

Established in 2015, The Harlequins Foundation is the embodiment of the Club's belief to put our communities at the heart of everything we do. We are at an incredibly exciting time in our development, backed by an impressive Board of Trustees and a supportive rugby club with a rich heritage, an iconic brand, highly regarded playing squads and an extensive fan base, all of which offers a hugely significant platform for our future success.

We understand the value of sport and its ability to go beyond what happens in the pitch. As the charitable arm of Harlequins we are in a privileged position to be able to use the Club's network and brand to inspire educate and equip individuals and communities at home and around the world to change their lives and fulfil their potential.

Our work falls under three impact areas:

Our education and employability pathway provides accessible opportunities for young people to gain the essential skills, experience, and aspirations they need to thrive.

We will continue to deliver programmes that give people the tools they need to manage their emotions, overcome setbacks, and promote positive mental and physical health.



We will advocate for our game to remain a sport for all, from grassroots through to the professional game, and deliver programmes that remove barriers to participation for marginalised groups and identities.

Equal Opportunities

The Harlequins Foundation is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Safeguarding

The Harlequins Foundation is committed to the safeguarding of its staff, volunteers, children, and adults at risk. Any potential job offer is subject to satisfactory references and an Enhanced Disclosure and Barring Service (DBS) check.

Our Identity

TRUE

TEMPO - Deliberate in what we do, and when. At the forefront of addressing societal challenges and barriers on behalf of our club, and its supporters, creating long lasting impact off the pitch.

RELATE - Connected to our culturally diverse communities, inclusive in our approach and responsive to their needs.

UNCONVENTIONAL - Innovative and agile in tackling key societal challenges, empowering our communities.

ENJOYMENT - Central to everything we do, taking pride and enjoyment in being a force for good.

Applying for the role

To apply for the role, you must fill out an application form, which you can download from the Harlequins website, and send it along with a cover letter outlining your suitability for the role to foundation@quins.co.uk

Applicants are strongly advised to read the person specification closely and ensure their cover letter demonstrates how they meet the criteria for the role. CV's or emails expressing an interest in the position without completing the online application form will be disregarded, although you are welcome to include one with your application.

All applications will be reviewed on a rolling basis, so we encourage all applicants to apply as soon as possible.

If you have any questions about the role ahead of submitting an application, please contact the team foundation@quins.co.uk and the hiring manager will contact you to discuss.

Job description

Job Title:	Fundraising Executive
Reference Number:	FuE2425
Salary:	£28,000
Department:	Harlequins Foundation
Reports to:	Head of Fundraising and Engagement
Location:	Twickenham Stoop
Contract Type:	Permanent

Purpose of the role

As Fundraising Executive, you will be responsible for ensuring our supporters receive a positive and rewarding experience, as well as providing administration support for the fundraising team, including assisting on events and campaigns.

We are looking for a motivated, confident individual with strong organisational skills and an impeccable attention to detail, who is passionate about fundraising and our ambition and purpose. The successful applicant will be expected to have a broad understanding of a range of income generation methods and communication styles, and the charity sector.

You will play a key role in attracting, building and managing relationships with a range of supporters including individual donors and fundraisers, community groups, local businesses, and volunteers.

From initial enquiries to fundraisers and donors, to taking responsibility for our thanking, you will look after our complete supporter care journey and ensure that the Foundation provides an exceptional experience for our supporters.

You will develop key relationships within the Foundation and Club, providing support to the rest of the Fundraising and Engagement Team as required. Some weekend and evening working will be required as part of the role. Previous experience is desirable, not essential, and the right candidate will be given scope for career progression and additional responsibilities as we grow.

Key Responsibilities

- Act as main point of contact for supporters and donors, responding to enquiries in a timely manner
- Provide fundraising support to those raising money for the Foundation, including challenge event participants, schools, clubs, and community fundraisers
- Assist in the delivery of matchday activity for the Foundation, primarily through our 50/50 Raffle and other activations that raise funds and awareness of our purpose
- Support the Events Manager and Head of Fundraising and Engagement in the delivery of Foundation events
- Support our growing portfolio of challenge events, researching opportunities for the Foundation supporters to raise funds, and delivering exceptional supporter care to ensure we maximise these opportunities and build relationships with our fundraisers
- Assist the Head of Fundraising and Engagement in the development and delivery of a community fundraising programme
- Maintain and update donor records on our fundraising database
- Manage the administration and fulfilment of auction and other fundraising prizes, being the main point of contact for donors and relevant partners and ambassadors
- Cultivate and maintain excellent working relationships with key stakeholders, including but not limited to Harlequin FC, their partners and sponsors, regular individual givers and high-net worth donors, community fundraisers, local schools and clubs
- Represent the Foundation both internally and externally, acting as an ambassador for the Foundation and advocating for our work

Person Specification

Qualifications and Experience

Essential

- Educated to degree level or demonstrable equivalent experience
- A minimum of two years' experience in a professional environment in a similar, admin or events-based role
- Excellent user of Word, Excel, PowerPoint, and experience of CRM systems and project management tools
- Excellent written and verbal communication skills
- Able to evidence experience of building excellent relationships and a confidence in networking and proactively communication with a range of stakeholders
- Experience of working with data and administrative tasks

	<p>Desirable</p> <ul style="list-style-type: none"> • Experience of working in a similar fundraising executive/supporter care role • Experience of working with high-net-worth individuals or celebrities would be an advantage
<p>Skills, abilities, and knowledge</p>	<ul style="list-style-type: none"> • Highly organised with excellent planning and coordination skills and a meticulous attention to detail • Strong communications skills and decision-making capabilities • Good financial literacy and confidence in working with data • Excellent supporter care skills, with the ability to differentiate your communication to meet the needs of the audience and a willingness to go above and beyond to deliver exceptional experiences • Knowledge of fundraising and understanding of different income generation methods with the charity sector • Ability to keep calm under pressure and maintain a clear head, anticipating risks and solving problems • Experience in managing a diverse workload with multiple deadlines and to be able to prioritise when needed • Hands on, with a willingness to get stuck in and support the delivery of our work • A commitment to safeguarding children, young people, and vulnerable adults • An understanding of and a commitment to equal opportunities issues both in the workplace and the wider community