

Job Description

JOB TITLE: FUNDRAISING EXECUTIVE

LOCATION: London (Hybrid: at least 2 days in the office). Other UK based locations will be considered.

PAY BAND: London Salary Scale £29,000- £32,000 per annum, inc. LW of £4,000 (dependent on experience)
National (outside of London) Salary Scale: £25,000- £28,000 per annum (dependent on experience)

RESPONSIBLE TO: Head of Philanthropy

About The King's Trust International

Founded by HM The King, our Royal Founding President, to tackle the global crisis of youth unemployment, King's Trust International (formerly Prince's Trust International) has been supporting young people worldwide since 2015.

Our **vision** is that every young person should have the chance to succeed.

Our **mission** is to empower young people to learn, work and thrive.

Our programmes and interventions are now present in 20 countries within the Commonwealth and beyond, across Asia, Africa, Caribbean and the Americas, the Middle East and Europe.

We are committed to amplifying the voices of young people on the global stage and putting their needs at the very heart of the design and delivery of our work. This complements global efforts to deliver the Sustainable Development Goals, particularly those relating to quality education and decent work.

King's Trust International is committed to representing, at all levels, the global communities, and young people that we serve. We seek to work to the highest quality standards and to ensure the health and safety of all the young people we work with as well as the well-being of our colleagues and partners.

Ways of working

King's Trust International works with local partners around the world to deliver education, employment and enterprise programmes that empower young people to learn, work and thrive. We provide opportunities to develop the skills and confidence to succeed and deliver tangible employment outcomes, supporting young people to build their own futures.

We work with a mixture of governments, NGOs, and corporate partners and employers on our programmes and are increasingly thinking about how we can support the creation of green jobs to help deliver the low carbon transition.

See our website for details of our programmes and case studies celebrating some of the amazing achievements of a selection of young people: [Home | The King's Trust International \(kingstrustinternational.org\)](https://www.kingstrustinternational.org)

Purpose of the role

This role plays a key part in the success of fundraising at The King's Trust International, both through managing a small portfolio of both philanthropy and corporate donors and more broadly through supporting

the fundraising of the wider team. The postholder will provide key stewardship, reporting and event support as needed to cultivate and progress our funding pipeline, working collaboratively across both philanthropy and corporate teams, supporting existing activity as well as helping to establish new areas such as networks and corporate engagement products. It will also be central to the activity surrounding The King's Trust International's 10th anniversary in 2025, including providing event support, creating engaging communications, and supporting campaign asks and prospecting across the team and senior leadership.

Key Relationships

- Director of Fundraising and the Fundraising Team
- Communications and Marketing Team
- Programme Delivery Team
- The Prince's Trust (UK) teams- Prospect Development, Fundraising and Events

Key Areas of Responsibility

1. Manage and grow a personal portfolio of philanthropy and corporate donors to support the important work of KTI.
2. Support the broader Fundraising Team to progress relationships and partnerships through the creation of bespoke proposals and written communications.
3. Provide key stewardship support through the development of both generic and bespoke reports, thank you materials and other collateral.
4. Work closely with the Marketing and Communications team to develop engaging content for donors around key moments in the calendar, for example in-country events or international celebration days.
5. Support the Fundraising Team to deliver exciting and impactful events for KTI funders and prospects. Lead on the coordination of fundraising events, working across both philanthropy and corporate teams.
6. Support a culture of keenly seeking and pursuing new funding opportunity- working closely with colleagues on prospecting and the compliant management of supporter data.
7. Play a key role in the smooth functioning of the Fundraising Team through strong administrative skills and strategic fundraising planning.
8. Have a keen understanding of cultural issues and be a champion of promoting diversity and inclusion in your work, alongside fostering KTI values and standards.

General

- To take on additional responsibilities as the role develops or as required.
- To have a keen understanding of cultural issues and be a champion of promoting diversity and inclusion in your work, modelling our values internally and externally alongside fostering KTI values and standards.
- To champion a culture of collaborative working between KTI and KG in collaborating with key stakeholders in line with the strategic direction as the charity develops.

PERSON SPECIFICATION

Essential	Why is this needed?	How will this be assessed?
Skills and Knowledge		Shortlisting (S), Assessment (A), Interview (I)
An understanding of charity engagement, and what drives corporations, organisations and individuals to support such causes	A good understanding of how charities win and maintain support will provide a good baseline of knowledge to support your implementation of income generating activity and relationship boosting engagement	I
Ability to inspire people, and an emotional commitment to raise money for The King's Trust International and their life-changing work. Strong presentation skills	Inspiring people and organisations to support our cause is the single biggest tool we have in securing funding	I / A
Strong written communication skills.	Compelling proposals, reports and written communications are key in our ability to engage new and existing donors.	A
Strong project management skills, prioritisation and commitment to meeting deadlines	Essential with the demands of often competing events and activity	I
Strong creative skills and problem solving	The demands of a busy portfolio will require a creative approach and the ability to problem solve in intense situations	I
Excellent interpersonal, and verbal communication skills, including the ability to work with a wide range of external and internal customers and stakeholders from different backgrounds	Progressing any funding opportunity will rely on the most compelling pitch. Having strong interpersonal skills and communication will be key to success.	I
Strong awareness and understanding of equality, diversity and inclusion and the ability to translate these into effective action	EDI is a core value and principle in our work and there is an expectation for this to be demonstrated in our interactions and work, internally and externally.	I

	Experience	
Demonstrable experience in successful relationship management across a range of high value stakeholders	Being able to draw on experience in relationship management across a range of stakeholders will provide strong foundations in a busy and diverse role.	S,I
Experience of income generation and a sound understanding of the principles of meaningful engagement	Experience in income generation will provide an important head start to the post holder.	S
Experience of successfully cultivating and stewarding a personal portfolio of prospects, funders or other such clients	Experience in driving successful relationships will provide a great platform for success for this new member of the team. Understanding the nuances and bespoke nature of relationships and the recipe for compelling engagement will be key.	S,A,I
Experience in motivating and supporting others to get results	Ability to work as a team, able to motivate and support others to achieve results. This is a culture that we nurture across the team as a 'one team' philosophy. It will be particularly important for this role given that a key part will be providing support to others.	I
Experience of using remote and digital work tools (e.g. spreadsheets, project planning tools) accurately and with good attention to detail	The post holder will need to be proficient in digital tools and have a strong attention to detail given the often planning and organisational nature of this support role.	S,I







Desirable Criteria	Why is this needed?
Skills and Knowledge	
Thorough knowledge of fundraising principles and their application in a not-for-profit environment	Prior experience and therefore a sound knowledge of how the fundraising environment of a charity works will provide a great pool of skills to work from in a very diverse role.
Events management skills	Regular small bespoke events will be a key staple of the team's cultivation efforts. Skills in this area will be significantly advantageous in this role.
Stewardship skills- through report writing, social media activity and material production	Possession of strong stewardship skills will be a great asset to this role. Knowing and being competent in the tools required to build lasting relationships will not only serve as a driver for your personal portfolio but also crucially aid the pipeline of the broader team.

KTI is committed to ensuring its workforce is inclusive and diverse and has an equitable and accessible work environment that fosters a culture of belonging and support. If this role is of interest to you but you think your current skills or experience may not align perfectly with the criteria below, we encourage you to still apply.

Essential criteria describe the skills, knowledge or qualifications that are necessary to be able to do the role. Desirable criteria are skills or experience that would be advantageous to have but are not viewed as essential for the role. Some of the criteria shown below will be assessed at the shortlisting (**S**) stage, based on the information you have provided. Skills or experience can be gained in a variety of ways, in your personal life as well as professionally, so do add any experience that you feel is relevant, gained outside of your professional life. In describing your experience, provide as much detail as possible. If you are shortlisted, other criteria may be assessed as part of an assessment (**A**) or at interview (**I**).

OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

 Youth-centred	 Nurturing partnerships	 Impact	 Diversity	 Honesty	 Integrity
We believe in placing youth at the centre of all activities and decisions	We value robust relationships based on mutual trust and respect	We focus our passion and attention on what we believe will create a positive impact	We understand, value, and promote diversity of experience and thought to enable our staff, partners, and young people to thrive and achieve their full potential	We value sincere, authentic, and straightforward communications and behaviours	We believe in applying strong morals, high standards and ethical principles to our work

King's Trust International is committed to equality, diversity, and inclusion. We are committed to having an organisation that is representative of the communities we serve and are committed to our workforce being diverse in age, gender identity, sexual orientation, physical or mental ability, ethnicity, socio-economic background, and perspective. We want to ensure that everyone can be their authentic selves at work.

We are a Race at Work signatory and a Disability Confident employer. Our staff and volunteers are supported by various networks, in conjunction with the Prince's Trust: PT CAN (our Cultural Awareness Network), PT GEN (our Gender Network), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQ+ Network).

THE WELFARE OF OUR YOUNG PEOPLE

King's Trust International is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a basic Disclosure and the successful candidate will be asked to undertake one as well as completing a medical health questionnaire. Full information will be provided at the offer stage. Having a criminal record will not automatically exclude applicants.