

Fundraising Executive

LOCATION: This is a hybrid role based in London (at least 2 days in the office, 3 days working remotely). Other UK based locations will be considered.

PAY BAND London Salary Scale £29,000-32,000 dependant on experience
National (outside of London) Salary Scale: £25,000-28,000 dependent on experience

RESPONSIBLE TO: Head of Corporate Partnerships

About The King's Trust International

The King's Trust International has been supporting young people worldwide since 2015. We were founded by HM King Charles III to tackle the global crisis of youth unemployment.

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.

The King's Trust International is committed to representing, at all levels, the global communities and young people that we serve.

We know that women, gender non confirming folks and global majority/ Black, Indigenous and People of Colour (BI-POC)/racialised people are statistically less likely to apply for a role if they feel that they do not meet at least 90% of criteria on the job description/person specification. KTI is dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging - so if you're excited about this role but your past experience doesn't align perfectly with every qualification in the job description, we encourage you to still consider submitting an application. You may be just the right candidate for this role.

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.

CONTEXT OF THE ROLE

This role will play 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. This exciting and varied role will provide key stewardship, reporting and event support as needed to cultivate and progress our funding pipeline. The candidate will work 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. This is a great opportunity to fine tune the core fundraising skills required within the not-for-profit world and a fulfilling catalytic role within an innovative and impactful organisation. There is the possibility to specialise the remit of the role in future years in line with the needs of the organisation.

The successful candidate will be a resilient, enthusiastic, self-starter with a strong understanding of the challenges facing young people, and the ability to deliver results under challenging and varied circumstances.

They will have strong planning and organisational skills and the ability to work effectively with people at different levels of seniority and from different backgrounds in the public, private and voluntary sectors, with evidence of their ability to influence and secure sustainable results.

This role requires an individual with strong written communication skills, who can write in a way that engages, influences and inspires the reader.

KEY RELATIONSHIPS
• Director of Fundraising and Fundraising Team
• Communications and Marketing Team
• Programme Delivery Team
• The King's Trust (UK) teams – Prospect Development, Fundraising and Events

KEY AREAS OF THE ROLE

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

WHAT WE ARE LOOKING FOR

Essential criteria describe the skills, knowledge or qualifications that are necessary to be able to do the role.

Desirable criteria will only be used where a large number of people meet all the essential criteria, or at interview to differentiate extra skills.

Please provide a cover letter addressing how you meet all essential criteria in your application.

Essential Criteria	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 of The Trust. We expect all colleagues to demonstrate their commitment to this both personally and professionally at The Trust.	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
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 in motivating and supporting others to get results	We would like to complement our team with someone 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.	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.
Strong presentation skills	Having strong presentation skills will be a great enabler in the inspirational pitching of the work of KTI
Experience	
Fundraising or transferable experience within the not-for-profit environment	Experience in fundraising or a similar discipline will without doubt supercharge this role and enable the post holder to hit the ground running in a busy and diverse fundraising environment.
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.

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 mission.

Here at The King's Trust International, we are committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we work with, which is why we strive for diversity of 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, Stonewall Diversity Champion and a Disability Confident employer.

Our staff, volunteers and young people are supported by PT CAN (our Cultural Awareness Network), PT GEN (Promoting gender equality) PT DAWN (Disability & Wellbeing Network) and Pulse (LGBT Network). As part of our commitment to employee well-being and EDI we are open to discussing flexible working hours



OUR BEHAVIOURS

We have created a behavioural framework highlighting the behaviours that we expect, promote and reward when interacting with colleagues, our partners, young people & the public.

As someone who works in at a specialist/managerial level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
<p>You inspire others through passion for what we do</p> <p>You keep young people and our end goal in mind</p> <p>You build trust in others through reliability and holding self-accountable for success</p> <p>Resilient in the face of challenges, not taking constructive criticism personally</p> <p>You're authentic and bring unique talents to work, encouraging others to do the same</p> <p>You will role model integrity and act according to our Values</p>	<p>You champion change initiatives and help others see the benefits and opportunities</p> <p>You take an entrepreneurial approach to improving how we do things</p> <p>You seek opportunities to enhance own development and build expertise</p> <p>You will role model a positive and constructive approach to giving & receiving feedback</p> <p>You support others in adapting to change</p>	<p>You're approachable, clear and assertive</p> <p>You cascade important and relevant information to others clearly and swiftly</p> <p>You treat people as individuals, tailoring communication and influencing style accordingly</p> <p>You communicate difficult messages and challenge others' thinking effectively</p> <p>You listen to and empathises with others to understand the root of situations before responding</p>	<p>You will role model effective and mutually supportive teamwork with colleagues</p> <p>You manage the expectations of others, gaining buy-in where required</p> <p>You share knowledge and information</p> <p>You build and invest in relationships across The Trust</p> <p>You use awareness of how your own team fits within the wider organisation to find solutions</p>	<p>You translate The Trust's long-term vision and strategy into actionable plans & targets</p> <p>You take responsibility for making and implementing logical, data-based decisions</p> <p>You're flexible and responsive as priorities and requirements change</p> <p>You seek solutions and solve problems, empowering others to do the same</p>

THE WELFARE OF OUR YOUNG PEOPLE

The 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, having a criminal record will not automatically exclude applicants.