



JOB DESCRIPTION

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| Position: | Development Officer |
| Reports to: | Fundraising & Development Manager |
| Salary: | £35,000 per annum |
| Location: | The Garrison Chapel, London |

The King's Foundation

The King's Foundation is a charity founded by King Charles III and was first formed in 1990. Inspired by the vision and values of His Majesty, the Foundation focuses on creating better communities where people, places and the planet can coexist in harmony.

The charity offers education courses for over 15,000 students annually, health and wellbeing programmes for nearly 2,000 people every year, and spearheads placemaking and regeneration projects in the UK and overseas to revitalise communities and historic buildings.

The King's Foundation is headquartered at its flagship regeneration project, Dumfries House in Ayrshire, Scotland, and acts as custodian of other historic Royal sites including the Castle of Mey in Caithness, Scotland, and Highgrove Gardens in Gloucestershire, which are open to visitors. The Foundation also carries out its work at educational and cultural hubs in London, based at The King's Foundation School for Traditional Arts in Shoreditch, Trinity Buoy Wharf on the River Thames and the Garrison Chapel in Chelsea.

The work of The King's Foundation is underpinned by our Founder His Majesty The King's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future. We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work. We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments. We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

The Role:

Responsible for fundraising from trusts, foundations and statutory sources.

The post holder will report to the Executive Director, Development and have close working relationships with the wider Development Department and programme managers from across The King's Foundation.

Key Tasks

Specific Duties will include:

- Research new sources of funds in accordance with activities and objectives in line with the organisational plan.
- Apply to trusts, foundations and statutory bodies, with responsibility for achieving an annual income target.
- Maintain and grow income from existing supporters.
- Liaise with programme managers to ensure applications meet delivery requirements.
- Support on the management of the Department's database, ensuring that it is regularly kept up to date, adheres to GDPR and funding regulation guidelines and that regular reports and updates are provided to the Finance Department and senior management on a monthly basis.
- Be responsible for grant reporting and draw-down activities as well as keeping good records, files and information on all aspects of the work to ensure that activities and progress are monitored effectively and are made in accordance with GDPR requirements.
- Undertaking any other duties commensurate with the role, within the bounds of his/her own competence.

Person Specification

The essential skills, knowledge and experience required are:

- A proven record in fundraising from trusts and foundations
- Experience of personally managing relationships with grant-giving bodies
- Excellent written and spoken communication skills
- Creative and innovative approach to work

Other:

- The post will be based at The Garrison Chapel, London with the requirement to travel on occasion.
- Your working hours will be 37.5 hours per week
- You must have the legal right to work in the UK.

Applications: Please submit a completed [Application Form](#) together with a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson, email address: - hr.recruitment@kings-foundation.org

Closing date for applications: Friday 30 August 2024