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**JOB TITLE**

Head of Fundraising and Development

**ABOUT QEST**

QEST, the Queen Elizabeth Scholarship Trust, transforms the careers of talented and aspiring craftspeople by funding their training and education at pivotal moments in their craft journeys to excellence. Founded by the Royal Warrant Holders Association in 1990, the charity has awarded £6.5 million to almost 800 makers working across the UK in a broad range of traditional and contemporary craft skills.

HM The King is the charity's Patron.

Regularly receiving over 450 applications per year for its Scholarship, Emerging Maker and Apprenticeship programmes, QEST awards around 60 individual grants per year, some £500,000. In 2023, across all its programmes, the charity gave away a total of £763,000, the largest amount in any one year since its inception. Our aspiration is to increase our giving to £1 million + by 2025/26.

Partnerships are key to QEST's development, enabling the charity to broaden its impact and develop a diverse pipeline of creative and craft talent, strengthening the UK's craft sector.

In November 2022 we launched a partnership with the National Saturday Club to create Craft&Making Clubs for 13–16-year-olds across the UK, many from disadvantaged and under-represented communities. In Autumn 2023, we launched two further programmes and charity partnerships; *Know-How Craft Studio* with Intoart– a pioneering visual arts organisation for people with learning disabilities; and *Making the Future* with Education and Employers, raising awareness of the opportunities to study and work in craft and making amongst secondary school children, teachers and parents.

For further information on QEST, its programmes and directory of makers go to [www.gest.org.uk](http://www.gest.org.uk)

## **MAIN PURPOSE OF THE ROLE**

QEST is at an exciting point in its evolution, as the charity continues to develop and grow its programmes and partnerships as part of its Widening Participation Strategy, particularly focused around young people and diversity to build a pipeline of talented and aspiring craftspeople.

This new role for the charity will suit an experienced and entrepreneurial candidate who is excited by the challenge of making a significant mark on a national charity with ambitious plans for the future. You will bring a breadth of experience in income generation across multiple income streams. You will have a strong track record of success in strategic development and management of six-figure funding partnerships and relationship building, as well as in-depth experience and appreciation of the principles and practices of fundraising and development.

You will develop and foster relationships with the aim of obtaining financial support for the sustainable development and growth of QEST. Stewarding existing funders and developing new business, the role also presents an opportunity over the long term, once funding is secured, to lead and build a fundraising team at a transformational time in QEST's development and strategic direction. There is currently a Fundraising Manager.

This is a senior post, and you will be expected to attend meetings and events outside of normal working hours. A strong affinity to our charitable purpose and aims is vital, as is being attuned to and focused on the needs of the wider national network of craft, education, industry and partners we work with.

## **KEY TASKS AND RESPONSIBILITIES**

- Working with the CEO and Fundraising Manager to devise, develop, and deliver a fundraising strategy for QEST to achieve diversification of income (restricted and unrestricted) for the long term with a particular focus on:
  - Trusts & Foundations (strong track-record)
  - Corporate funders
  - Statutory funders
  - Sponsors/commercial partners
  - Major donors and philanthropy
- Reporting to the CEO and Board of Trustees you will secure and maintain sustainable income streams, in line with agreed targets which meet our charitable objectives, focusing on six-figure+ strategic partnerships where possible
- Developing a communications strategy for fundraising with the CEO and Communications Manager; as well as creating fundraising promotional material for print, newsletters, websites and other media as required
- Establishing transparent and open reporting protocols, working closely with the CEO and Finance Manager to meet the needs of financial reporting, forecasting, management accounts and the Annual Review
- Working closely with the CEO, Fundraising Manager and Board members, partners and supporters to develop partnerships and advocate for QEST
- Working with the Project Manager to create and organise fundraising-specific activities and events
- Identifying commercial opportunities, nurturing and converting potential prospects in support of specific activities, projects and overheads

- Cultivating, building, optimising and managing relationships with existing and new funders, sponsors, partners and supporters
- Writing and compiling regular reports to funders, sponsors and partners as required
- Providing on-going reports to the CEO and Board of Trustees on fundraising income, goals, and initiatives
- Promoting and complying with current legislation and ensure fundraising and partnerships meet the organisation's policies on EDI; GDPR; Health & Safety and Safeguarding

## **SKILLS AND EXPERIENCE**

### Essential

- Degree educated or equivalent qualification
- Established fundraising manager/leader, with the ability to proactively achieve ambitious results
- Significant experience of establishing and nurturing new corporate partnerships and major donors (six-figures) within a variety of sectors and audiences
- Experience of developing, implementing, and evaluating a fundraising strategy or a significant element thereof
- Strategic thinker, focused on the bigger picture and able to lead and deliver strategic plans
- Excellent communications and interpersonal, oracy, and writing skills with the ability to make compelling direct solicitations to potential supporters.
- Well networked with a focus on fostering valued long-term partnerships and relationships
- Strong knowledge of the external fundraising environment, with an understanding of global partnerships, corporate trends/challenges and regulations
- Leadership experience in a senior role, or further develop leadership skills in the context of a prominent national charity.
- Creative thinking and problem-solving skills and the ability to cultivate relationships
- Highly effective administrative and organisational skills including the ability to prioritise and meet deadlines.
- Comfortable and confident working at pace in a busy office environment within a small and highly motivated team
- Proficient with Microsoft Office Suite and CRM systems (we use Salesforce)

### Desired

- An understanding of and experience fundraising within the craft, creative, education or cultural sector
- An affinity to the vision and mission of QEST
- Pre-existing networks within the craft, creative, cultural and education sectors

The successful applicant may be required to undertake other duties which are compatible with the overall scope and authority of the role.

## **CONDITIONS OF EMPLOYMENT**

Role:	Head of Fundraising and Development, reporting to the CEO
Salary:	£60,000 (25 days' holiday, statutory pension, sick pay)
Hours of Work:	Full-time, 35-hour week
Location:	London, Victoria, SW1, with scope for hybrid working

## **Equity, diversity and inclusion statement**

QEST believes that diversity of all kinds enriches its mission to support and champion excellence in craftsmanship. It is committed to achieving greater equity, diversity and inclusivity (EDI) across the organisation; its wider network and amongst those it supports and the wider British craft industry.

**QEST's Equity, Diversity and Inclusion statement can be seen [here](#)**

## **HOW TO APPLY**

Please include a CV and supporting statement, ensuring that you align your supporting statement with the job description and person specification.

We have provided this information online so that it is as accessible as possible. However, if you need this information in a different format, please email [jobs@qest.org.uk](mailto:jobs@qest.org.uk)

We particularly welcome applications from candidates who consider themselves under-represented in the arts, crafts or education sectors.

Please submit your CV and supporting statement by 5pm Wednesday, 17 July to [jobs@qest.org.uk](mailto:jobs@qest.org.uk)

We prefer applications to be emailed but if you wish to submit a paper application, please send to Louise Rains at QEST, 1 Buckingham Place, London SW1E 6HR.

**First interviews, in-person, will take place week beginning 22 July.**

**Second interviews, in-person, will take place week beginning 29 July.**

**PLEASE NOTE that you will only be contacted if you are invited for interview.**

## **Data Protection**

All applications will be processed in accordance with General Data Protection Regulations (GDPR). All applications will be held for a period of six months for the purposes of consideration for future roles, after which point they will be securely destroyed. If you do not wish for your application to be held for this duration, then please notify us by emailing; [info@qest.org.uk](mailto:info@qest.org.uk)

**QEST is a UK-registered charity (no 1152032) and company limited by guarantee in England and Wales (no 08339899).**