



The Harlequins Foundation

Job Description and Person Specification

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 Title:	Senior Fundraising and Engagement Manager
Reference Number:	SFEM2026
Salary:	£45,000
Department:	Foundation
Reports to:	Head of Foundation
Location:	Twickenham Stoop, Langhorn Drive, Twickenham, TW2 7SX (hybrid: one day remote, four days office-based; some evening and weekend work required)
Contract Type:	Full Time (Permanent)

Purpose of the role

This is a pivotal senior fundraising role within the Foundation, responsible for shaping and delivering a step change in our fundraising and supporter engagement approach.

The Senior Fundraising and Engagement Manager will lead the development of our ambitious and sustainable income generation strategy, with a particular focus on Individual Giving, Major Donors, and Trusts & Foundations. Many of these income streams are in their infancy, so success in this role requires both delivery against stretching growth targets and the shaping of strategic fundraising capability required for long term success.

We are seeking an outstanding relationship builder, someone who can inspire, influence, and connect people to our cause, converting engagement into long term meaningful support for the Foundation.

This is a unique opportunity to play a defining role in the future of the Foundation. With key income streams to develop, the successful candidate will shape how we engage supporters and generate income, building relationships that underpin our long-term success.

Key Responsibilities

Strategy, Leadership and Growth:

- Lead the development and delivery of our comprehensive fundraising and engagement strategy, aligned to the Foundation's broader ambitions.
- Build and scale key income streams including individual giving (including regular giving programmes), major donors, and trusts and foundations.
- Establish robust pipelines, targets, and performance frameworks to deliver sustained income growth.

Major Donor and High Value Engagement:

- Personally lead the cultivation, solicitation and stewardship of major donors and high net worth individuals.
- Build and manage a strong pipeline of prospective supporters, creating tailored engagement plans.
- Work with senior stakeholders and trustees to unlock networks and maximise high value opportunities.
- Deliver exceptional stewardship to ensure long term relationships and repeat giving.

Trusts & Foundations:

- Oversee the development of our trusts and grants programme.
- Lead the preparation of compelling funding applications and reporting, collaborating with external partners where appropriate.
- Ensure strong alignment between programme delivery, impact reporting, and funder priorities.
- Develop and maintain positive relationships with funders to maximise long term support.

Marketing and Engagement:

- Provide strategic oversight of the marketing and communications function, ensuring alignment with fundraising and wider Foundation priorities.
- Continually develop and improve our case for support, clearly communicating the Foundation's need, purpose, identity, impact, and ambitions.
- Ensure campaigns, content and channels lead to effective supporter acquisition, engagement, and conversion.
- Develop and activate a network of ambassadors to champion the Foundation, amplifying our reach, strengthening advocacy, and deepening engagement with supporters and key audiences.

Supporter Experience and Engagement:

- Design and deliver high quality supporter journeys across all income streams.

- Champion a culture of excellent stewardship, ensuring all supporters feel valued, connected, and inspired.
- Develop innovative ways to deepen engagement and convert supporters into long term advocates.

Systems and Insights:

- Build and implement the systems, tools and processes required for a data led fundraising function.
- Use insight, data, and technology to inform decision making and improve performance.
- Explore and embed innovative approaches, including the use of digital tools and AI, to enhance effectiveness and efficiency.

Leadership and Collaboration:

- Act as a senior member of the Foundation team, contributing to wider organisational strategy and development.
- Work collaboratively across programmes, partnerships, and events to maximise fundraising opportunities.
- Influence and enable colleagues, trustees, and stakeholders to act as effective ambassadors for the Foundation.

Person Specification	
Knowledge and Experience	• Proven experience in a senior fundraising role, with a track record of delivering income growth. • Strong experience across major donors, individual giving, and/or trusts & grants. • Experience of developing or scaling fundraising functions in a growing or evolving organisation. • Strong understanding of supporter engagement, stewardship and fundraising best practice.
Skills and Attributes	• Exceptional relationship-building skills, with the ability to engage and influence a wide range of stakeholders. • A confident and credible communicator, able to act as an enthusiastic ambassador for the Foundation. • Strategic and commercially minded, with the ability to turn vision into delivery. • Entrepreneurial and proactive, comfortable working in areas that are still developing.

	• Strong storytelling ability, bringing impact to life in a compelling and authentic way. • Data-informed, with strong analytical and decision-making capability.
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