

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Stewardship Executive	PAY BAND:
FUNCTION:	Fundraising and Marketing	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
THE TEAM:	The Supporter Performance and Operations Team drive and support our fundraising performance. We partner with colleagues to improve the quality and efficiency of our fundraising activities.	








WHERE YOU WILL FIT

CEO	Senior Head of Propositions and Stewardship	Head of Stewardship	Stewardship Manager	Stewardship Executive
-----	---	---------------------	---------------------	------------------------------

HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

Young people need us more than ever and we will be there for them. This position plays a critical role in raising the funds we need to help young people. It works closely with our fundraisers to ensure that our supporters get high quality stewardship and recognition including through impact reporting, communications and events.

WHAT WILL YOU DO?

-  Collaborate with fundraising colleagues to produce consistently high-quality stewardship for our supporters.
-  Work with fundraising colleagues to support the delivery of long-term tailored stewardship and account plans in line with our tiered giving framework.
-  Develop high quality and compelling reports, resources and communications for supporters to convey the impact of their support and bring them closer to the organisation.
-  Provide support to fundraising colleagues with key stewardship touch points such as thank you letters, programme visits or bespoke videos.
-  Work collaboratively with teams such as Delivery, Insight and Impact and Programme Development to collate information to support stewardship activities.
-  Support the wider team with activities such events support and fundraising resources.
-  Responsible for actively contributing to an equitable, diverse and inclusive workplace.

THE SKILLS YOU'LL BRING

All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
Exceptional written communication skills, including good attention-to-detail and proof-reading skills, as well as a talent for storytelling.	To be able to communicate effectively with donors and colleagues
Strong organisational skills, with a proven ability to manage multiple projects and deadlines, as well as act flexibly.	The role requires a high level of organisation, with the ability to adapt to changing plans and deadlines
An understanding of fundraising and stewardship trends.	Keeping an eye on trends across the sector helps The Trust in understanding potential new approaches
An eye for design and the visual presentation of ideas, and ability to use key software to a high standard including MS Word, Adobe Spark, PowerPoint, and Excel.	We present our communications in a number of different ways, depending on the intended recipient. Being able to produce diverse, high-quality pieces of work for different audiences will be critical to the success of this role
A strong understanding of, and empathy for, the challenges young people within The Trust's target groups face, together with a commitment to furthering The Trust's strategic aims around Equality, Diversity, and Inclusion.	You will play a key role in bringing to life how our donors and partners support changes the lives of the young people we help
Experience	Why do we need this?
Experience working in a fundraising environment or equivalent, including working with donors, supporters or volunteers.	You will be working in a sector leading high value fundraising team, working with a range of donors and partners
Experience of delivering on time within a target driven environment.	Our stewardship reports are time-sensitive, and you will often need to balance several reports and priorities at once

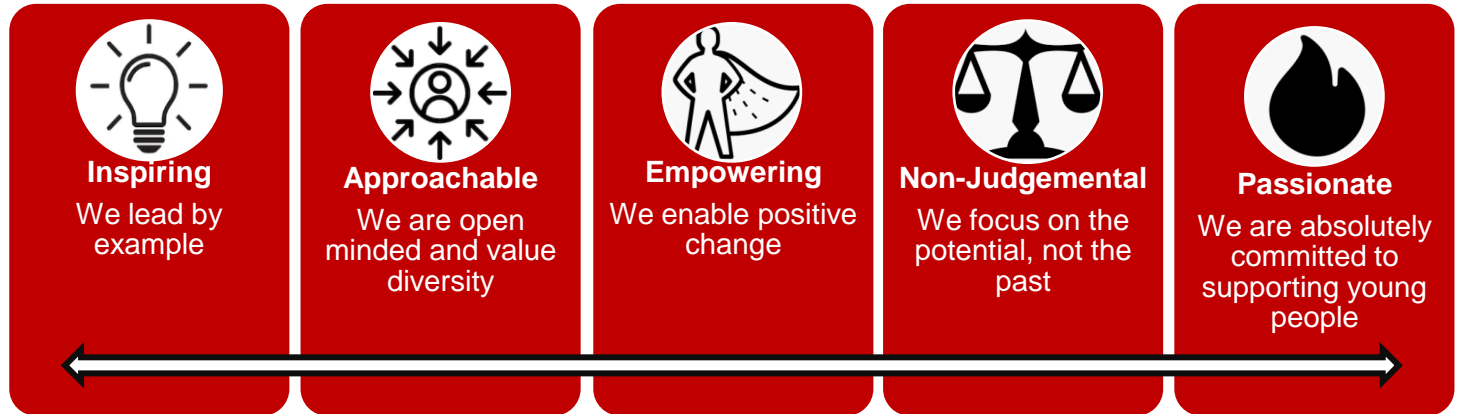
WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Direct experience of providing stewardship support for donors or partners	Experience in these areas would be transferable and beneficial to the role
Experience of using a fundraising CRM system such as Raiser's Edge, Microsoft Dynamics or Salesforce	It's important that we record stewardship support and actions in our database to inform reporting and support effective fundraising

WHAT DO WE EXPECT FROM YOU?

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.



Here at The King's Trust, we're committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by KT CAN (our Cultural Awareness Network), KT GEN (Gender Equality Network), KT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQIA+ Network). For more information, [click here](#).

OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works in the delivery 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 by demonstrating reliability</p> <p>You engage in challenges with optimism and resilience</p> <p>You're authentic and bring your unique talents to work, encouraging others to do the same</p>	<p>You seek out opportunities afforded by change, adapting accordingly and to enhance own development and build expertise.</p> <p>You suggest improvements and alternative approaches wherever appropriate</p> <p>You give and receive feedback, harnessing new information to improve your own performance</p>	<p>You're approachable, clear and professional</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 others with empathy and sensitivity</p> <p>You act as an ambassador for The Trust whenever communicating externally</p>	<p>You offer support to colleagues and ask for help when needed</p> <p>You manage the expectations of others, gaining buy-in where required</p> <p>You share knowledge and information</p> <p>You build relationships with others across The Trust and externally, where appropriate</p> <p>You act as an ambassador for your own team across The Trust</p>	<p>You manage projects effectively; planning, organising resources and reprioritising as required</p> <p>You monitor progress towards milestones, taking actions to ensure deadlines are met</p> <p>You make effective, data-driven decisions, considering consequences and consulting with others where appropriate</p> <p>You take the initiative to solve problems and develop several potential solutions</p>

THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment, we undertake basic disclosure checks per the Codes of Practice for all roles within The Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.