

## **Fundraising Executive (Environment & Heritage)**

We are looking for someone who has a passion for parks, green spaces, community buildings and heritage landscapes. Here at Enable we have loads of fantastic community projects just waiting to be funded and need to expand our fundraising team to meet this new demand.

Closing date: 19<sup>th</sup> of September 2021

Interviews: w/c 20<sup>th</sup> September 2021

Hours: Full time

Salary: £30,000

### **About the role**

The role will be to support our varied community services and work on some interesting projects such as parks and habitat improvements, playground refurbishments, outdoor education, community buildings and heritage initiatives. There is real scope for the post holder to develop new ideas and projects in collaboration with colleagues, and we foresee income being raised mainly through trusts, foundations and grants. We are also keen to explore other avenues such as corporate, community and crowdfunding and would support the post holder in developing this.

### **About Enable**

Here at Enable we pride ourselves on providing a diverse range of services for the community. Based in the London Borough of Wandsworth we are experts in events, parks services, sports facilities, leisure services, health & wellbeing, art and design education, bereavement services, venue management and filming services. We are an organisation that feels strongly in making and impact by supporting people not only within the community but in our organisation too.

Things we can offer the right candidate:

- Career Development and Training Opportunities
- Flexible Working
- Free Gym membership
- Weekly healthy food box
- Weekly Wellbeing Hour

We are unable to provide sponsorship for this post. In order to apply for this post, you must demonstrate your eligibility to work in the UK. Applications will close one minute before midnight on 19<sup>th</sup> of September. **We anticipate a high volume of interest in this post and reserve the right to close this role early if we find the right candidate, so encourage you to apply early.**

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Diversity is valued at Enable Leisure and Culture and is important in the work that we do. Applications from all sections of the community are welcome and will be considered on merit. Should you have a disability and require any additional support or if you have any questions regarding the above role, please contact us at [hr@enablelc.org](mailto:hr@enablelc.org).

The role is full time and based primarily in the Parks Office in Battersea Park. The first round of interviews will be held virtually, and second round interviews will take place in the Parks Office, SW11 4NJ. Flexible working patterns and home working can be discussed with the successful candidate.

### **JOB DESCRIPTION**

The Executive will play a crucial role in researching funders and applying for funding mainly through trusts and foundations.

1. Research trusts and foundations, corporates and statutory sources, whose outcomes align closely with our community projects.
2. Building relationships and networks to acquire new supporters and maintain existing supporter relationships.
3. Be responsible for grant applications mainly for capital projects between £10k-£500k, including writing compelling cases of support and working with delivery teams to create budgets and project plans.
4. Manage reporting to the funder, including working with finance to report on spend and delivery team to report on outcomes. Work with engagement staff to collect qualitative and quantitative data to demonstrate impact.
5. Apply for awards to enhance Enable's reputation and to bolster fundraising applications.
6. Support the Fundraising Manager in large capital bids where needed.

### **PERSON SPECIFICATION**

You must be able to demonstrate the following:

1. Experience identifying funders and writing successful grant/funding applications.
2. Experience of working towards tight deadlines and working collaboratively with internal and external partners.

3. Excellent networking and relationship building skills.
4. Detailed research skills, which can be used to identify new funders, assess the external market, and understand our users' needs.
5. Willingness to work independently using your own initiative and prioritise effectively whilst at the same time working as part of a team on common goals and shared projects.
6. Passionate about either greenspace, heritage, community services or community buildings

Desirable:

1. Experience in Bid and Tender writing
2. Confident in using online portals and databases
3. Knowledge of the public and local authority sector