

Job Description

JOB TITLE: Fundraising Executive

CONTRACT TYPE: Permanent

HOURS: 35 hours per week

LOCATION: London, currently hybrid working with half the time in the office.

PAY BAND: £28,000 to £32,000 inclusive of London Weighting of £4,000, as applicable

RESPONSIBLE TO: Head of Philanthropy

RESPONSIBLE FOR: No direct reports

About The King's Trust International

The King's Trust International (KTI) has been supporting young people worldwide since 2015. We were founded by HM The King to tackle the global crisis of youth unemployment.

Our **vision** is that every young person should have the chance to succeed.

Our **mission** is to empower young people to learn, earn and thrive.

Our programmes and interventions are now present in 20 countries within the Commonwealth and beyond, across Africa, Asia, the Caribbean, Europe and the Middle East.

We are committed to amplifying the voices of young people on the global stage and putting their needs at the very heart of the design and delivery of our work. This complements global efforts to deliver the Sustainable Development Goals, particularly those relating to quality education and decent work.

We seek to work to the highest quality standards and to ensure the health and safety of all the young people we work with as well as the well-being of our colleagues and partners.

Ways of working

The King's Trust International works with local partners around the world to deliver education, employment and enterprise programmes that empower young people to learn, earn and thrive. We provide opportunities to develop the skills and confidence to succeed and deliver tangible employment outcomes, supporting young people to build their own futures.

We work with a mixture of governments, NGOs, and corporate partners and employers on our programmes and are increasingly thinking about how we can support the creation of green jobs to help deliver the low carbon transition.

See our [website](#) for details of our programmes and case studies celebrating some of the amazing achievements of a selection of young people.

Purpose of the Role

This role will play a key part in the success of fundraising at The King's Trust International, both through managing a small portfolio of both philanthropy and corporate donors and more broadly through supporting the fundraising of the wider team. This exciting and varied role will provide key stewardship, reporting and

event support as needed to cultivate and progress our funding pipeline. The candidate will work collaboratively across both philanthropy and corporate teams, supporting existing activity as well as helping to establish new areas and products. It will also be central to the activity surrounding The King's Trust International's 10th anniversary in 2025 and strategy launch in 2026, including providing event support, creating engaging communications, and supporting campaign asks and prospecting across the team and senior leadership. This is a great opportunity to fine tune the core fundraising skills required within the not-for-profit world and a fulfilling catalytic role within an innovative and impactful organisation. There is the possibility to specialise the remit of the role in future years in line with the needs of the organisation.

The successful candidate will be a resilient, enthusiastic, self-starter with a strong understanding of the challenges facing young people, and the ability to deliver results under challenging and varied circumstances.

They will have strong planning and organisational skills and the ability to work effectively with people at different levels of seniority and from different backgrounds in the public, private and voluntary sectors, with evidence of their ability to influence and secure sustainable results.

This role requires an individual with strong written communication skills, who can write in a way that engages, influences and inspires the reader

Key Relationships

- Director of Fundraising and Fundraising team
- Marketing and Communications team
- Programme Delivery teams
- The King's Trust (UK) teams – Prospect Development, Fundraising and Events

Key Areas of Responsibility

- Manage and grow a personal portfolio of philanthropy and corporate donors to support the important work of KTI.
- Support the broader Fundraising Team to progress relationships and partnerships through the creation of bespoke proposals and written communications.
- Provide key stewardship support through the development of both generic and bespoke reports, thank you materials and other collateral.
- Work closely with the Marketing and Communications team to develop engaging content for donors around key moments in the calendar, for example in-country events or international celebration days.
- Support the Fundraising Team to deliver exciting and impactful events for KTI funders and prospects. Lead on the coordination of fundraising events, working across both philanthropy and corporate teams. Work collaboratively with the Marketing and Communications team to support large-scale events like the annual King's Trust Awards.
- Work with the corporate team to support corporate engagements, for example corporate volunteering activity.
- Support a culture of keenly seeking and pursuing new funding opportunities, working closely with colleagues on prospecting and the compliant management of supporter data.
- Play a key role in the smooth functioning of the Fundraising Team through strong administrative skills and strategic fundraising planning
- Have a keen understanding of cultural issues and be a champion of promoting diversity and inclusion in your work, alongside fostering KTI values and standards

Budget No direct budget responsibility

Person Specification

Please read these notes carefully:

The King's Trust International is committed to representing, at all levels, the global communities and young people that we serve. We value transferable skills and know that women, gender non confirming folx, disabled and global majority/ Black, Indigenous and People of Colour (BIPOC) / racialised people are statistically less likely to apply for a role if they feel that they do not meet at least 90% of criteria on the job description/person specification. We are dedicated to building an inclusive, diverse, equitable, and accessible workplace that fosters a sense of belonging - so we only include essential criteria on our person specification that is genuinely required to do the job. We focus on your aptitude, transferable skills and behaviours to assess your potential with us.

Essential criteria describe the skills, knowledge or qualifications that are necessary to do the role. Some criteria will be assessed at the shortlisting **(s)** stage, and this will be based on the information you have provided in your CV and supporting statement. Skills or experience can be gained in a variety of ways, in your personal life as well as professionally. Do not just say, for example, 'I have good communication skills.' Tell us how you have gained experience or used a particular skill or knowledge. Other criteria may be assessed as part of an assessment **(a)** or at interview **(i)**. Desirable criteria will only be used where a large number of people meet all the essential criteria, or at interview to differentiate extra skills. **As a minimum, address how you meet all essential criteria in your application.**

Criteria	Essential		How will this be assessed?
Skills and Knowledge	An understanding of charity engagement, and what drives corporations, organisations and individuals to support such causes	A good understanding of how charities win and maintain support will provide a good baseline of knowledge to support your implementation of income generating activity and relationship boosting engagement	I
	Ability to inspire people, and an emotional commitment to raise money for The King's Trust International and their life-changing work. Strong presentation skills	Inspiring people and organisations to support our cause is the single biggest tool we have in securing funding	A, I
	Strong written communication skills.	Compelling proposals, reports and written communications are key in our ability to engage new and existing donors.	A
	Strong project management skills, prioritisation and commitment to meeting deadlines	Essential with the demands of often competing events and activity	I
	Strong creative skills and problem solving	The demands of a busy portfolio will require a creative approach and the ability to problem solve in intense situations	I
	Excellent interpersonal, and verbal communication skills, including the ability to work with a wide range of external and internal customers and stakeholders from different backgrounds	Progressing any funding opportunity will rely on the most compelling pitch. Having strong interpersonal skills and communication will be key to success.	I
	Strong awareness and understanding of equality, diversity and inclusion and the ability to translate these into effective action	EDI is a core value and principle of The Trust. We expect all colleagues to demonstrate their commitment to this both personally and professionally at The Trust.	I

Experience	Demonstrable experience in successful relationship management across a range of high value stakeholders.	Being able to draw on experience in relationship management across a range of stakeholders will provide strong foundations in a busy and diverse role.	S
	Experience of income generation and a sound understanding of the principles of meaningful engagement	Experience in income generation will provide an important head start to the post holder.	S
	Experience in motivating and supporting others to get results	We would like to complement our team with someone able to motivate and support others to achieve results. This is a culture that we nurture across the team as a 'one team' philosophy. It will be particularly important for this role given that a key part will be providing support to others	I
	Experience of using remote and digital work tools (e.g. spreadsheets, project planning tools) accurately and with good attention to detail	The post holder will need to be proficient in digital tools and have a strong attention to detail given the often planning and organisational nature of this support role.	I

Criteria	Desirable	Why is this needed?
Skills and Knowledge	Thorough knowledge of fundraising principles and their application in a not-for-profit environment	Prior experience and therefore a sound knowledge of how the fundraising environment of a charity works will provide a great pool of skills to work from in a very diverse role.
	Events management skills	Regular small bespoke events will be a key staple of the team's cultivation efforts. Skills in this area will be significantly advantageous in this role.
	Stewardship skills- through report writing, social media activity and material production	Possession of strong stewardship skills will be a great asset to this role. Knowing and being competent in the tools required to build lasting relationships will not only serve as a driver for your personal portfolio but also crucially aid the pipeline of the broader team.
	Strong presentation skills	Having strong presentation skills will be a great enabler in the inspirational pitching of the work of KTI
Experience	Fundraising or transferable experience within the not-for-profit environment	Experience in fundraising or a similar discipline will without doubt supercharge this role and enable the post holder to hit the ground running in a busy and diverse fundraising environment.
	Experience of successfully cultivating and stewarding a personal portfolio of prospects, funders or other such clients	Experience in driving successful relationships will provide a great platform for success for this new member of the team. Understanding the nuances and bespoke nature of relationships and the recipe for compelling engagement will be key.

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.

 Youth-centred	 Nurturing partnerships	 Impact	 Diversity	 Honesty	 Integrity
We believe in placing youth at the centre of all activities and decisions	We value robust relationships based on mutual trust and respect	We focus our passion and attention on what we believe will create a positive impact	We understand, value and promote diversity of experience and thought to enable our staff, partners and young people to thrive and achieve their full potential	We value sincere, authentic and straightforward communications and behaviours	We believe in applying strong morals, high standards and ethical principles to our work

We are committed to equality, diversity and inclusion. We want to be an organisation that is representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability including neurodiversity, ethnicity, gender, socio-economic background and perspective. We want to ensure that everyone can be their authentic selves at work.

We are a Race at Work signatory and a Disability Confident employer. Our staff and volunteers are supported by PT CAN (our Cultural Awareness Network), PT GEN (our Gender Network), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQ+ Network). Talk to us about flexible working hours.

THE WELFARE OF OUR YOUNG PEOPLE

The King's Trust International is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to a basic Disclosure. Having a criminal record will not automatically exclude applicants.

OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public.

These are our core behaviours for all staff.

 Effective communicators	 Approachable	 Solution-oriented	 Inclusive	 Emotionally intelligent & resilient
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We demonstrate an open, honest, jargon-free and clear communication style to build rapport and nurture partnerships with internal and external stakeholders. We communicate core expectations, for example around safeguarding, clearly and effectively to ensure young peoples' safety is at the centre of our work and never compromised. We value the importance of transparency, honest feedback, setting clear expectations, understanding roles and responsibilities, and speaking up for what we believe is right.	We demonstrate characteristics of open-mindedness, respect and honesty to anyone wishing to approach us. We apply our behaviours to support this by being mindful of our own reactions and being receptive to ensure people want to engage with us, we actively listen and demonstrate our appreciation of their input.	We focus our energy on enabling solutions to the challenges we meet. We demonstrate leadership by owning our work, taking responsibility for our actions and pro-actively engaging with our stakeholders and partners to gain deep understanding of the environments we work in and the young people we work for. We support our partners, colleagues and youth in solving problems and delivering impactful programmes. We plan and adapt our interventions and processes and employ proactiveness to enable the most meaningful outcomes.	We value different backgrounds, experiences and opinions and believe that these will make us better equipped to make quality decisions, apply sensitivity to context and mutual exchanges, as well as recognise potential throughout our organisation and our partnerships. We actively invest in rapport building with all stakeholders and strive to support team work internally and externally. We respect others and our planet. We apply humility and empathy and strive for reciprocity and equality in all exchanges.	We nurture awareness and reflection, including being mindful of self-biases, cultural differences, as well as our own and other people's circumstances. We foster the capacity to be aware of, control, and express our emotions, and to handle interpersonal relationships judiciously and empathetically. We use emotional intelligence to build resilience. We risk making mistakes as a way of learning. We celebrate creativity, curiosity, eagerness to learn and open-mindedness.
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