



## Fundraiser

### JOB DESCRIPTION

#### JOB DETAILS

EMPLOYER:	Alfred Gillett Trust (Charity Number 1165528)
JOB TITLE:	Fundraiser
CONTRACT TYPE:	Permanent
SALARY:	£30,000 - £35,000 pro rata negotiable depending on experience
HOURS:	21 hours per week
LOCATION:	Remote and/or Street, Somerset
REPORTS TO:	Director
ACCOUNTABLE TO:	Board of Trustees

#### THE ROLE

The Fundraiser has responsibility for generating income through philanthropy for the Alfred Gillett Trust.

Candidates for this role will have substantive experience of fundraising for a capital development project, preferably within the museum and/or the heritage sector with particular experience of raising funds from institutional funders, trusts and foundations, and major donors.

The Trust is embarking on a major capital development project with a clear vision to open a museum at the Grange site in time for the 200<sup>th</sup> anniversary of the founding of C&J Clarks, in 2025. A further phase of development will be completed by 2030.

This is a new position, and the Trust is looking for someone with drive and energy to push forward a new fundraising strategy that will fulfil our aspirations and make them a reality.

#### KEY RESPONSIBILITIES

- Create, implement, and monitor a fundraising strategy reporting on fundraising performance against targets
- Contribute to development of AGT's business plan, providing advice on the fundability of proposals
- Raise funds for agreed AGT priorities in line with annual income targets, and in the first instance, for the capital development project
- Research, identify, cultivate, and make approaches to different funders, co-ordinating input from all relevant staff
- Cultivate relationships with major stakeholders, manage relationships and assist the Board of Trustees and Director in raising funds
- Develop methods of raising unrestricted funds online, onsite and through membership programmes, and gifts in wills

- Report to donors and funders in line with their requirements including project evaluations
- Manage all PR and publicity needs of donors and funders to ensure all necessary credits are given where appropriate
- Create, plan, and deliver fundraising and community events and support community engagement activities
- Create and manage a fundraising database
- Ensure Trustees, staff and volunteers understand and feel involved in the fundraising strategy and can communicate fundraising messages to stakeholders
- Act as spokesperson for AGT as appropriate
- Maximise Gift Aid
- Performing duties or tasks as may be reasonably requested by the Trust from time to time

## KEY SKILLS, EXPERIENCE AND ATTRIBUTES

- Strategic thinker
- Commitment to diversity, equality, and inclusion
- Experience in raising funds for capital development preferably in the museum, cultural or heritage sectors
- Experience in prospect research techniques and donor information management
- Experience of asking for gifts from individuals
- Ability to support colleagues, Trustees, and other stakeholders in soliciting gifts
- Knowledge of fundraising from charitable trusts and foundation and from public sources

## WORKING RELATIONSHIPS

- Staff and volunteers of the Alfred Gillett Trust
- Trustees of the Alfred Gillett Trust and sub-committees
- Key external stakeholders including Clark Family trusts, C & J Clark Ltd and Clarks Village representatives