



# Children's Sailing Trust

**Job Description:** Head of Fundraising

**Reports to:** Jakie Jewell, CEO

**Salary:** Competitive salary based on skills and experience

**Contract:** Permanent, full-time

We are seeking an experienced and highly motivated Head of Fundraising with exceptional attention to detail, excellent prospecting skills and a proven track record in securing funding from Grants, Trusts and Foundations.

The ideal candidate will have demonstrable experience in fundraising, a strong background in setting and achieving financial targets within deadlines and budgets and the ability to manage relationships at various levels. Additionally, they should possess the skill to write persuasive and compelling proposals.

The role involves managing the day-to-day pipeline of prospects, identifying appropriate funding opportunities, submitting applications to meet deadlines, ensuring all reporting and project evaluations are completed and maintaining strong relationships with funders.

We highly value transferable skills and passion for our cause, so if you are transitioning from a different sector or role, we encourage you to apply.

## About Us

Children's Sailing Trust (CST) is a charity based in Cornwall that offers access to sailing and watersports to local primary-aged children, as well as young people with additional needs. We are passionate about using these activities as a tool to develop confidence, competence and resilience, enabling participants to reach their full potential in life. One of our key beliefs is that all children and young people should have the same opportunity to learn sailing and watersports, irrespective of financial challenges, disabilities or special educational needs.

Our charity is a growing organisation and opened its second location and HQ in late 2021, a converted freshwater serpentine quarry on The Lizard peninsula. Complementing our activities on the Helford River, Trevassack Lake is open to the general public as a Centre of Excellence for Watersports, enabling us to offer more to a wider range of participants from ages 6 to 106, with specialist equipment that allows watersports opportunities for all. With 6 luxury holiday properties, a venue building and our latest venture, the lakeside café, CST Trading C.I.C. manages the commercial operations at Trevassack Lake, with all profits reinvested to support the long-term sustainability of the Charity.

It is our ethos that everything we offer is available to all abilities, working hard to ensure that we are not only fully accessible, but fully inclusive, too.

## Overall Purpose of the Job

Responsible for the strategy, implementation and achievement of the Children's Sailing Trust's fundraising goals.

## Key Responsibilities

- ▶ Develop and deliver the strategy for identifying and cultivating new partnerships with individuals, corporates, trusts and foundations.
- ▶ Develop new exciting and persuasive proposals to encourage new funder relationships and broaden support from existing donors.
- ▶ Manage key relationships with existing donors and, where possible, grow these to become a sustainable longer-term income stream.
- ▶ Lead on the development of CST's network of major donors, growing and cultivating a 'home team' (friends) of supporters who can help grow income through this source.
- ▶ Increase fundraising capacity for future years by developing robust processes around budgeting, forecasting and planning, working closely with the CEO, Finance Manager and delivery teams.
- ▶ Design and deliver a programme of inspirational cultivation and stewardship activities and communications.
- ▶ Work closely with the team to develop powerful cases to build support, to create persuasive fundraising collateral and applications.
- ▶ Work collaboratively with colleagues across the charity to maximise fundraising income.
- ▶ Update CST CRM database ensuring all giving is recognised in a timely manner.
- ▶ Lead on regular communications to all donors, sponsors and 'Friends' of CST.
- ▶ Produce content for CST website and other media channels which celebrates CST's impact and communicates its need.
- ▶ Research, identify and implement Legacy and In-Memory funding.
- ▶ Lead the writing of fundraising reports and grant evaluations.
- ▶ Keep up to date on best practice developments within the charity sector, including fundraising regulations and codes of practice.
- ▶ Deliver on an agreed annual income target.
- ▶ Provide clear and concise reporting of applications pending and supported and quarterly reports to CEO and Finance Manager.
- ▶ Support the CEO other SMT's in their roles and duties at Trevassack Lake and Helford River.

## Personal Attributes and Skills

- ▶ Excellent communication skills, especially written, with experience of writing inspiring applications for funding.
- ▶ Excellent organisational skills.

- ▶Excellent presentation skills.
- ▶Meticulous attention to detail.
- ▶Excellent computer and CRM skills.
- ▶Ability to manage multiple projects and prioritise.
- ▶Ability to work with financial figures, budgets, forecasting and business plans to a high standard.
- ▶Proven ability to develop and maintain good working relations both internally and externally.
- ▶Be an advocate for CST’s values and purpose across all areas of work.
- ▶Be an entrepreneurial self-starter with creativity, initiative and a confident approach to all tasks.
- ▶Be motivated by working in a target driven environment and as part of a team.
- ▶Uphold exceptional pitching and negotiation skills, with ability to influence and persuade at the highest level and hold an understanding of CST’s commercial environment.
- ▶Good up-to-date working knowledge of the trust and grant making landscape.
- ▶Highly self-motivated, a pro-active and flexible approach.
- ▶Ability to work independently and on own initiative.
- ▶The ability to work well with other colleagues, seeing the bigger picture and supporting peers and colleagues regardless of their role in the charity.

### Children’s Sailing Trust Benefits:

- **Unbeatable location** on the Lizard Peninsula with free parking.
- **Supportive, family-friendly** working environment with flexible and hybrid working options considered.
- **Discounted watersports** for staff.
- **Discounted café purchases** for staff.
- **Fully accessible** work venue for all.
- **Fun team culture**, including team days and social events.
- **Commitment to staff development**, offering on-the-job training in First Aid, Fire Warden, Health and Safety, Safeguarding, and even powerboats!

### Start Date:

As soon as possible

### How to Apply:

Complete our **Application Form** and email your CV with covering letter highlighting your key experience relevant to this role to: **[jakie@childrenssailingtrust.org.uk](mailto:jakie@childrenssailingtrust.org.uk)** or post to Jakie Jewell, Children’s Sailing Trust, Trevassack Lake, Garras, Helston, TR12 6LH

### Closing Date:

17<sup>th</sup> January 2025

### Interviews:

Interviews will take place in January at Trevassack Lake or online. Please let us know if there are any accessibility needs you may have for attending an interview.