



**Job Title:** Fundraising Executive

**Location:** High Wycombe/hybrid working

**Hours:** Two days per week

**Salary:** £31,500 FTE (£12,600 pro rata) plus pension contribution

**Reports to:** CEO

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## **Job Purpose**

The Fundraising Executive will lead on securing income from trusts and foundations, identifying funder opportunities, developing compelling funding applications, and managing relationships with funders. The role will also contribute to broader fundraising activity, including corporate partnerships and other income streams, to support the sustainability and growth of the organisation. The postholder will work closely with the CEO in prioritising funding bids.

## **Key Responsibilities**

### **Trusts and Foundations (Primary Focus)**

- Research and identify suitable trusts and foundations aligned with the organisation's mission and programmes.
- Develop and submit high-quality, compelling funding applications and proposals.
- Manage a pipeline of funding opportunities, ensuring timely submissions and reporting.
- Build and maintain strong relationships with funders, including stewardship and reporting.
- Support the evaluation of funded projects in collaboration with delivery staff to produce accurate and engaging reports.

### **Corporate and General Fundraising (Secondary Focus)**

- Support the development of corporate partnerships, including sponsorships and donations.
- Identify and pursue new fundraising opportunities across a range of income streams.
- Assist in the planning and delivery of fundraising initiatives.
- Contribute to donor communications and engagement strategies in liaison with the CEO.

## **Strategy and Development**

- Contribute to the development and delivery of the organisation's fundraising strategy.
- Maintain accurate records of fundraising activity using internal systems.

- Monitor income targets and provide regular progress updates to the CEO.

### **General Responsibilities**

- Participate in supervision, appraisal, and continuous professional development.
  - Undertake relevant training as required.
  - Contribute to organisational development and team cohesion.
  - Undertake other reasonable duties consistent with the level of the role.
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### **Person Specification**

#### **Essential**

- Proven experience in fundraising, particularly with trusts and foundations.
- Strong written communication skills with the ability to craft persuasive funding applications.
- Experience of managing multiple deadlines and a varied workload.
- Ability to build and maintain relationships with a range of stakeholders.
- Good organisational skills and attention to detail.
- Ability to work independently and as part of a small team.

#### **Desirable**

- Experience of corporate fundraising or partnership development.
- Knowledge of the youth sector.
- Experience of using CRM systems to manage fundraising activity.
- Understanding of monitoring and evaluation processes for funded projects.

### **Values & Approach**

The postholder will demonstrate:

- Commitment to YES's mission and values
- Strong ethical standards and accountability
- Commitment to equity, diversity, and inclusion
- Youth-centred and empowerment-based practice
- Collaborative working practices