

RESEARCH / FUNDRAISING EXECUTIVE

Salary: £25,000

Contract: Fixed Term (Three Months), 37.5 hours

Location: London

The Outward Bound Trust

The Outward Bound Trust is an educational charity that helps young people defy their limitations through learning and adventure in the wild.

The Fundraising team raises £7m a year to provide bursary support for disadvantaged young people to participate in our residential courses, and towards capital requirements across the Trust. The team of 15 is based across three locations at Waterloo, London, Head Office in Hackthorpe, Cumbria and Glasgow, Scotland.

Job description

In a nutshell....

The Outward Bound Trust is producing a ground-breaking International event that will garner global news coverage and become an iconic fundraising moment in history.

Responsibilities

To work closely with the Project Lead to:

- Conduct prospect research in the UK, US and internationally – to identify individuals and organisations to be involved in the project.
- Designing and delivering pitches to High-Net-Worth Individuals and Major Corporate leaders.
- Working closely with the Project Lead to make bespoke approaches to researched prospects, in a number of different ways.
- Managing a large data set around the project – comprehensively tracking and recording all project data using internal systems and processes.
- Preparing meeting briefs and proposals around the scope of the project.
- Working with other project stakeholders where relevant.
- Any other associated duties as may arise, develop or be assigned in line with the broad remit of the post.

Person Specification

Essential

- Identify with the values of The Outward Bound Trust
- Ability to write clearly and concisely, and to produce meticulously presented copy
- Methodical and highly organised approach, with ability to keep clear records of tasks undertaken, to plan ahead to meet deadlines, to manage and prioritise workload effectively
- Proven team player, willing to accept additional responsibility, show initiative and proactively work to exceed targets

Desirable

- Experience of working with a database and email marketing systems would be an asset for this position, but is not essential.

If we offer you the job

The post holder will also be required to undertake an enhanced disclosure under the Disclosure and Barring Service.

Salary and benefits

Starting salary £24,000 – £27,000 (dependent on experience)

- Annual leave of 24 days pro-rata, plus bank holidays
- Life Assurance: 3 x salary, covered from start date; includes Employee Assistance helpline.
- Personal Accident Insurance while at work or commuting.

How to apply

To apply for this job please send an expression of interest (no longer than two sides of A4) saying why you're the person for this job as well as a copy of your up-to-date CV by 5pm on Friday 13th October. Contact details: a.bolchover@outwardbound.org.uk

If you're shortlisted for the job, initial telephone interviews will take place on w/c Monday 16th October and if successful at this stage, a face-to-face interview in London.