

# Fundraising Executive Candidate Pack



[harewood.org](http://harewood.org)

Photo credit Lee Beel





## **ABOUT HAREWOOD**

Harewood House Trust is an educational charity which engages 250,000 visitors every year through art & craft, nature and social history – It is one of England's finest 18th century country houses, with a magnificent collection of fine and decorative arts; and a passion for reimagining the role of a historic house in the 21st Century. As an educational charitable trust, Harewood's key objectives are:

- to preserve for the benefit of the public the House, Gardens and Collections
- to promote the study and appreciation of the arts and sciences
- to provide facilities for recreation.

Alongside the care, conservation and interpretation of the core collection, Harewood runs a series of innovative exhibitions of contemporary as well as historic art. The Trust also has a commercial arm that manages its trading operation including major outdoor events, conferences, corporate functions, fine dining, cafés and other retail and food outlets throughout the site.

The Trust has great ambitions for Harewood's future, as well as celebrating its fascinating past, including working on a masterplan to ensure Harewood's conservation, its longevity and its relevance to audiences today.

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We have embarked on a phased Masterplan, to 'reimagine' Harewood and secure its long term future. The Masterplan encompasses several capital projects, all with the aim of growing our audiences, generating new income and providing an excellent visitor experience. This includes the building of a new Adventure Playscape, the development of a new Visitor Centre & Car Park, the restoration of the Walled Garden and the enhancement of our Gardens & Landscape, with new ornamental planting schemes and woodland walks.



## FUNDRAISING EXECUTIVE

**Responsible to** Head of Fundraising

**Hours** This is a full time role with core office hours being Monday - Friday, 9.00 am - 5.30 pm. However, we will consider requests for 32 hours per week over 4 days.

Days and hours of work are flexible around these core hours. Some evening and weekend work will be necessary, for example attending exhibition opening events. Any overtime to be agreed in advance and compensated through time off in lieu (TOIL).

**Salary** Circa £28,000 per annum, dependent on experience.

### Job Purpose

To support the Head of Fundraising in the delivery of the Trust's fundraising strategy, including raising funds for capital projects. Your work will enable Harewood House Trust to achieve its revenue and capital fundraising targets, and to deliver its strategic and Masterplan objectives. You will work with the Head of Fundraising, Senior Leadership Team and senior stakeholders to build relationships with funders and supporters, while researching funding opportunities and writing bids to help the Trust deliver its public engagement programme.

In addition to growing our income from charitable trusts, foundations and statutory sources, you will be involved in supporting wider areas of relationship management and fundraising, including assisting the Head of Fundraising in developing new sponsorship and partnership agreements, promoting individual donations from donors, members and visitors on-site and online, as well as helping to provide an excellent service to all stakeholders.



## **MAIN DUTIES AND RESPONSIBILITIES**

### **Research & Data Management**

- Managing the funding pipeline, researching potential funders, application details and submission deadlines
- Be the team's Spektrix super-user to ensure all donor information is kept up-to-date and GDPR compliant on the CRM and that regular reporting can be run / data segmentation can take place to inform donor communications
- Working closely with colleagues to understand projects and programmes for funding
- Conducting research to build cases for support for projects and programmes

### **Content writing**

- Draft written proposals and presentations for support
- Provide research briefings for existing and potential individual supporters to assist in the development of our Patrons Scheme and our master stakeholder pipeline
- Preparing communications to acknowledge and steward funders and supporters, developing project reports and evaluation and contributing to Exec and Board reports

### **Supporter Stewardship**

- Work closely with the Marketing and Visitor Experience Teams to ensure that charitable messaging is prominent and consistent on-site and online and that staff and volunteers are equipped to be fundraising champions when dealing with visitors and donors.
- Support cultivation and stewardship of funders, whether that be co-ordinating behind-the-scenes tours, meetings or events.
- Work closely with the Marketing, Public Engagement and Events teams to ensure that donor engagement is maintained to a level which exceeds expectations.
- Represent Harewood House Trust and host funders and stakeholders (some evening and weekend working may be required).
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### **Administration**

- Work with colleagues across the organisation to administer the delivery of contractual benefits to all supporters and funding partners, which includes ensuring appropriate accreditation in print and online, delivery of complimentary ticket allocations, onsite branding, invitations and other benefits
- Support the delivery of targeted new donor / sponsor programmes, identifying and creating segmented data and messaging
- Work with the Marketing and Visitor Experience teams to monitor on-site and online donations and assess trends
- Co-ordinate fundraising meetings which require involvement of the wider senior team
- Support with budget management (purchase orders and processing invoices) for the Fundraising team budget and in liaison with the Finance team
- Work with colleagues across the organisation to gather data and draft reports to funders and supporters
- Ensure the Trust is fully compliant with all regulations including GDPR and the Fundraising Code of Practice



## **General Responsibilities**

- An understanding of and commitment to Harewood House Trust's values
- An understanding of and commitment to Equality, Diversity & Inclusion
- An understanding of and commitment to Health & Safety
- An active contribution to the successful achievement of departmental and charity-wide goals
- Adherence to all Harewood House Trust policies and procedures
- Carry out any other duties as reasonably requested

Occasionally we may need to review a job description in order to incorporate any changes or duties needed for this role as identified by your line manager.

We're also committed to providing equality of opportunity, so if you have a disability, we would be happy to discuss reasonable adjustments to the job with you.







**PERSON SPECIFICATION**

Essential = E, Desirable = D

Proven organisational skills, with the ability to manage multiple projects simultaneously and meet deadlines	E
High level of literacy and report writing	E
Excellent relationship management skills, and communication skills - oral, written and presentational – with the ability to communicate with various levels within the organisation and with senior stakeholders	E
Demonstratable experience of working in fundraising, business development, marketing or a similar area (1 year minimum)	E
Demonstratable experience in research, such as sourcing, understanding and summarising key information for work or academic purposes.	E
Positive and enthusiastic with a desire to learn and develop	E
Great attention to detail and an ability to work to a high standard under pressure to ensure deadlines and to meet targets	E
Ability to work as part of a team as well as independently	E
Competent IT skills, and evidence of an analytical skills set at interpreting data	E
An interest or appreciation of the arts/culture/heritage	E
Commitment to working in the charity sector	E
A commitment to and understanding of equality, diversity and inclusion and belonging.	E
An understanding of current fundraising trends, successful campaigns and best practice in donor care (including GDPR)	D
Previous experience of effective digital engagement and fundraising on line	D
Previous experience of working in an arts, heritage, educational, museum or cultural visitor attraction environment	D
Membership of the Institute of Fundraising	D

## OUR VALUES

Caring – demonstrate quality in your own work, showing support for those around you, respecting audiences and colleagues, showing empathy

Together – showing a commitment to team work, collaboration, belief in an organisation's mission and vision, living brand values

Adventurous – demonstrate energy and zeal in your attitude to work, being proactive, having a curious mind, being confident in your decisions, embracing innovation

Challenging – showing a commitment to high standards with rigour in your own work, learning from every opportunity, proactively questioning to ensure best results





## CONTRACT TERMS & BENEFITS

<b>Contract</b>	Permanent, 40 hours per week (open to discussing 32 hours
<b>Probation period</b>	per week)
<b>Notice after probation period</b>	6 months
<b>Annual leave entitlement</b>	1 month
	25 days plus bank holidays, rising by a day after each year of service in your first three years up to 28 days
<b>Location</b>	
	Harewood House Trust, Harewood, Leeds, LS17 9LG.
	Harewood is 7 miles outside of Leeds and accessible by public transport: <a href="http://goodjourney.org.uk/attraction/harewood-house/">goodjourney.org.uk/attraction/harewood-house/</a>
<b>Employee benefits</b>	
	Enhanced maternity, paternity and adoption entitlements;
	Enhanced sick pay entitlements;
	Employee Assistance Programme;
	Death in Service benefit scheme;
	Access to complimentary passes for other Treasure Houses of England + Yorkshire's Great, Houses, Castles & Gardens properties;
	Staff discount in onsite cafés + retail outlets;
	Vouchers for a free eyesight test for Display Screen Equipment users;
	Free parking.
<b>Pre-work checks</b>	
	Two satisfactory references
	Evidence of right to work in the UK







## FURTHER INFORMATION

If you would like an informal discussion about this role, please contact Claire Cox, Head of Fundraising at [claire.c@harewood.org](mailto:claire.c@harewood.org).

## NEXT STEPS & HOW TO APPLY

Please submit an [application form](#) and an [equality and diversity monitoring form](#) before the closing date to [recruitment@harewood.org](mailto:recruitment@harewood.org) with the title, 'Fundraising Executive'.

Harewood House Trust is a [Disability Confident Employer](#) and any applicants who identify as disabled and meet the essential criteria will be offered an interview. If you would like to declare you have a disability in order for this to be taken into consideration, or if you require any reasonable adjustments for any part of the recruitment process, please let us know.

**Closing date: 27<sup>th</sup> February 2026 at 12.00 noon**


## HOW WE INTERVIEW

- We encourage all candidates to apply and make the interview process accessible according to different candidates' needs.
- Interviewers will give their pronouns during the introductions.
- After the interview, we will provide feedback to unsuccessful candidates within a reasonable time frame.

Thank you for reading this pack. We look forward to hearing from you!







For more information please contact  
[recruitment@harewood.org](mailto:recruitment@harewood.org)



**HAREWOOD**

Registered charity in England no 517753

**harewood.org**

Photo credit Tom Arber