

Careers



Fundraising Executive, with an events focus

Full time maternity cover, based in London. 12-month contract

This is an opportunity to raise money for one of the community's most high-profile and respected organisations. CST does not charge for any of its vital services and depends almost entirely upon charitable donations to cover its costs. Our fundraising focus is strongly orientated towards major donors and covers the entire UK.

The successful applicant will report to the Director of Fundraising and play a strategic role in the achievement of the organisation's fundraising goals. You will work collaboratively with key internal colleagues in addition to external contacts including donors, prospects, lay-leaders and suppliers.

Main duties include:

- Taking lead responsibility for current areas of focus, especially the management of fundraising events
- Working on other projects, including the annual advertising brochure, creative materials and various campaigns
- Ensuring at all times the highest quality of donor care
- Engaging with trustees, committee members, table hosts and other key lay leaders
- Contributing to the department's defined income and expenditure targets
- Maintaining the department's high standards of output and conduct, making it a role model for best practice within our sector

The ideal candidate should have:

- Relevant work experience in a commercial or charitable organisation
- Excellent written and verbal communication skills
- High level of numeracy and IT competence
- Education to at least degree level
- Significant experience of developing complex project proposals and managing budgets
- Strong interpersonal skills and relationship-building abilities
- The ability to generate creative ideas in line with strategic objectives – managing them from inception to completion

Applicants are invited to submit their CV together with covering letter to careers@cst.org.uk, writing "Fundraising executive" in the subject heading.

Closing date for applications is 24th May 2019 but may be earlier if a suitable candidate is found.