



**Harlequins**

The Harlequins Foundation was set up as an independent charity in 2015. Drawing on the power of sport to change lives, our aim is to create a brighter future for the next generation using our USP - the Harlequins spirit. Working with children and young adults, the Foundation is delivering a range of programmes, from Primary schools to NEETS, which include rugby based education as well as its new Mental Health initiative to the local schools. The Foundation is funded from range of sources including donations, grants and sponsorship.

2016/17 is the Clubs 150<sup>th</sup> season, and there is an exciting programme of events and activities planned. The 150<sup>th</sup> season offer a great opportunity for the Foundation to really kick start its fundraising, and generate additional and much needed income as a result of an increase in engagement with the Club, opportunities to raise the profile of the Foundation, and additional fundraising opportunities.

We therefore have a unique opening for an experienced and dynamic fundraiser, who will help to generate the funds needed to move us into the next phase of our development. The fundraising manager will oversee a programme of fundraising activities and events linked to the 150<sup>th</sup> season and beyond, as well as match day activity, commercial partnerships, income from supporters, and generating funds for specific Foundation programmes.

<b>Job Title:</b>	Fundraising Manager
<b>Company:</b>	Harlequin Foundation
<b>Reporting to:</b>	Head of Foundation
<b>Start Date:</b>	Immediate
<b>Duration:</b>	12 months initially, with potential to extend
<b>Salary:</b>	£30,000 pro rata
<b>Days a week:</b>	Full time (part time will be considered) Flexible working is essential. You will need to be able to work weekends and evenings.
<b>Role Purpose:</b>	To successfully deliver a range of fundraising initiatives, activities and platforms across the 150 <sup>th</sup> season and beyond in order to raise income for the Harlequins Foundation

### **Key Accountabilities**

- Manage and implement key aspects of the Foundation's fundraising strategy
- Maximise existing and develop new fundraising opportunities linked to the 150<sup>th</sup> season
- Work with internal stakeholders to integrate fundraising activities into existing and new events
- Manage and build the Friends of the Foundation scheme
- Lead on the development and delivery of fundraising at key Foundation events (End of Season Dinner) and matches (Big Game 9, Foundation match) across the season –with





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support from the Foundation Co-ordinator

- Maintain and cultivate good relationships with internal stakeholders, current donors, interest groups (QUINSSA, Debentures) key trusts & foundations and companies/sponsors in order to increase income
- To keep existing donors informed and up to date
- To proactively research, seek and cultivate new fundraising opportunities
- Develop relationships with new and existing commercial partners (sponsors, local businesses)
- Identify grant and government funding opportunities and oversee bid writing
- Contribute to the delivery of the Foundation's communications strategy, raising the organisation's profile
- Work with the Head of Foundation and accounts to report progress against budgets and KPIs.
- Develop and maintain the financial systems and procedures that support fundraising activity, ensuring they are fit for purpose

### **Skills and Knowledge**

- Commercially minded individual
- Strong relationship fundraiser ideally with track record of building relationships and networking, leading to securing funds from major donors and companies.
- Experience of a range of fundraising streams including events and demonstrable experience of developing successful proposals.
- Strong written and verbal communication skills with experience of developing communications for a range of audiences
- Good presentation skills
- Project management experience

### **Desirable**

- Experience of working in a professional sporting environment and/or a good knowledge of issues relating to a Charity based within a sporting context.
- Experience of working with companies on charitable / CSR programmes

### **Competencies**

- A strong team player and collaborative working style
- A confident, positive and creative personality with the ability to motivate and inspire supporters, colleagues, staff and peers.
- Ability to work under pressure
- Ability to develop and implement new ideas
- A genuine passion for Harlequins Foundation's vision and values
- Results driven, ability to work creatively and proactively





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- Highly organized with a real attention to detail
- Uses own initiative and can work independently, but can use judgement to ask for help and guidance
- Ability to manage a number of projects simultaneously, and keep to targets and deadlines
- High self-motivation
- Resilient and able to work in an organisation that is undergoing change due to development and growth

Harlequins is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

Please email your CV and a covering letter to [jobs@quins.co.uk](mailto:jobs@quins.co.uk). Only successful applicants to be invited for interview will be contacted.

