

January 2018

Dear Applicant,

Fundraising Executive

Many thanks for your interest in the above role.

I established Richard Newton Consulting in 2011 as a management consultancy to support organisations from the not-for-profit sector. Since 2011, we have provided a range of services in several key areas –

- Funding and fundraising
- Project management
- Quality assurance
- Governance
- Strategic development

Full details of all our services are available on our website www.richard-newton.co.uk

In recent months, we have seen our portfolio of clients grow. This includes entering into long-term agreements to deliver fundraising services on behalf of WREC, Twin Training and the Sparkle Appeal. The Company has grown year on year and we work predominately with organisations from the arts and youth sectors. Clients include Voices from Care, Swansea City Opera, the Cory Band, Save the Children, Tros Gynnal Plant, Ballet Nimba, Gwynedd Council and Wales Millennium Centre.

We are a small team, led by myself with a number of associate consultants based at our office in Cardiff, and the team is supported by an Administrator/Office Coordinator. Our office will move by March 1st to a new location at 21 Cathedral Road, Cardiff.

This is a key role within the Company, working closely with myself, and the successful applicant will be expected to –

- Manage a range of fundraising clients and relationships
- Take particular responsibility, on behalf of clients, for –
 - o Event management
 - o Corporate engagement – seeking to raise funds from a range of corporate organisations
 - o Organisational engagement – schools and other, in order to raise funds for clients
- Research prospects in relation to funding opportunities for clients
- Compile applications to grant funders where appropriate
- Maintain clear records of activities
- Ensure compliance with sector specific legislation, alongside relevant codes of practice

Consultancy and recruitment for the not-for-profit sector

We're looking for someone who can be a fantastic ambassador for our services, often being the frontline for clients and enquiries, and who is prepared to be proactive in developing the fundraising side of the consultancy.

The nature of our work means that we all often juggle a number of deadlines whilst responding to our clients with the highest regard for service and attention to detail. We're also looking for someone with a great sense of humour, and who can support us to balance a constantly changing portfolio of deadlines.

The Company has come a long way in six years and we are now seeking a central team member as we develop the business further.

The closing date for applications is 10am on 22nd January, with interviews scheduled for Tuesday 30th January in Cardiff.

I look forward to receiving your application which should comprise of a CV, along with a covering letter outlining your suitability for the role, to be sent to recruitment@richard-newton.co.uk with the title **Fundraising Executive** in the subject line.

Many thanks for your interest in our work, and good luck with your application.

Please email me, via my assistant Dorothy - dorothyh@richard-newton.co.uk - should you have any queries.

Yours faithfully,



Richard Newton
Director

