

June 2019

Dear Applicant,

### **Fundraising Account Manager – Grants and Individuals**

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](http://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 and Twin Training. The Company has grown year on year and we work predominately with organisations from the arts and youth sectors. Clients include Voices from Care, Codi'r To, Swansea City Opera, Pontardawe Arts Centre. Theatre Orchard, Clwb Ifor Bach, Save the Children, Tros Gynnal Plant, Ballet Nimba, Gwynedd Council and Wales Millennium Centre. In addition we have commenced a small footprint of international work with a couple of clients based in the Lebanon.

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, who will offer support to this role.

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
- 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

We are 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.

Consultancy and recruitment for the not-for-profit sector

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 are 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 seven years and we are now seeking a central team member as the business continues to grow.

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](mailto:recruitment@richard-newton.co.uk) with the title **Fundraising Manager** 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](mailto:dorothyh@richard-newton.co.uk) - should you have any queries.

Yours faithfully,



Richard Newton  
Director

