



Role Profile

Job Title

Fundraising Executive

Salary range

Point 44 £35,590

Contract

Permanent

Main location

Portland College

Hours and basis

37.5 hours per week

Reports to

Fundraising Team Leader

Date of issue

April 2025

Why Portland College needs this role

Portland Charity runs an Ofsted Outstanding Independent Specialist College, a registered Care Home, a mental health and employment service, an Alternative Provision school and a fully accessible forest adventure centre. Each year we support thousands of people with disabilities and mental health challenges to achieve their goals, their way at both our Mansfield campus and our growing number of community hubs across Nottinghamshire. Portland has exciting plans to develop and expand, all laid out in our current strategic plan.

We have an opportunity for a fundraising executive to join our energetic team and help us deliver our ambitious development plans. The successful applicant will build on our current fundraising success and help the charity engage with a wider range of donors.

What you will be doing

You will be responsible for securing funding from trusts, foundations and other grant makers to support our charity's capital and revenue projects, with an income target subject to annual review based on fundraising landscape and charity needs.

Through thorough research and relationship management, you will create a strong pipeline of suitable funding opportunities, and prepare and submit compelling grant applications and funding proposals.

You will conduct all associated internal and external reporting relating to secured funding in line with funder timescales.

You will work closely with the Fundraising Team Leader and wider fundraising team to ensure a collaborative approach to our overall fundraising strategy, and you will support with a small number of fundraising events throughout the year.

Key results we want to see from this role (Direction and Pressure of Work)

A well-researched and ongoing pipeline to support agreed capital and revenue projects, optimising all opportunities for the benefit of the charity.

Effective and regular communication with internal project leads to inform funding applications and support project delivery.

Meet achievable income targets to support the charity's development activities through the submission of compelling grant applications and funding proposals.

Tracking and reporting against all secured funding in line with funder and charity deadlines, including contribution to internal impact publications to demonstrate results.

Dimensions of the role (Managerial & supervisory and accountability)



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The key output of your role will be the achievement of financial target against identified projects set at the start of each budget year.

You will be responsible for all internal and external reporting relating to secured funding, ensuring we meet funder deadlines and terms and conditions.

You will be responsible for budgetary reporting to the Fundraising Team Leader and Senior Marketing & Fundraising Manager in line with your allocated projects.

Key work relationships

Internal – work with the development portfolio and other department managers to understand scope of capital and revenue projects, to obtain the relevant content for funding applications.

Develop strong relationships with the Fundraising Team Leader and CSR Coordinator to ensure a joined-up approach to the pipeline.

External stakeholders – develop relationships with grant makers, philanthropists and local authorities to source suitable funding opportunities and partnerships.

Working Environment and working patterns

Shared office with Senior Marketing & Fundraising Manager, with scope for some home working. Supporting occasional weekend or evening events will be required. Around 3-4 per year. The post permits some flexible working and will require some travel to meetings, networking events and fundraising conferences.

Other information

Portland College is committed to safeguarding and promoting the welfare of its learners, customers, volunteers and staff. We expect all our staff to be aware of their responsibilities to protect learners, citizens, customers, volunteers and staff from abuse or harm, to promote British Values and to prevent the radicalisation of learners, citizens, customers, volunteers and staff.

Successful applicants will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check, provide proof of their right to work in the UK and comply with health screening to assess their mental and physical fitness to carry out their duties.

The post holder is expected to undertake such other duties as the management may from time to time reasonably require. The above role profile is not all encompassing and is subject to regular review.

Signature of post holder

Date

I have read and accept the duties and responsibilities outlined in this role profile.