

Fundraising Manager (Trusts & Individual Giving)



Take the next step in your fundraising career

This is an opportunity for an experienced fundraiser to take ownership of fundraising at a much-loved arts, heritage and community organisation – and to make a visible difference to what we can achieve.

Lauderdale House has never previously had a dedicated fundraising role. We have successfully raised funds for a capital campaign 10 years ago, and since then regularly for education and outreach projects, but fundraising has always been managed alongside other responsibilities.

We are now ready to change that.

We are looking for someone with solid practical fundraising experience who can bring the knowledge, confidence and initiative to develop this work into a consistent and sustainable income stream.

You might currently be working as a Fundraising Officer, Senior Fundraising Officer, Development Officer or similar within a larger fundraising team and feel ready to take greater ownership of your work. Or you may already be responsible for your own fundraising portfolio within a smaller organisation.

You don't need to have run an entire fundraising function before. What is important is that you understand fundraising from trusts and individuals, have a track record of securing income and are ready to use your experience and judgement to shape what happens next.

For the right person, this is a chance to move from contributing to someone else's fundraising programme to building one they can genuinely call their own, and see the impact.

About Lauderdale House

Lauderdale House is a fascinating Grade II* historic house, built in 1582 and set within the beautiful surroundings of Waterlow Park in Highgate.

Today, the House is a busy arts and education centre with a varied creative programme encompassing exhibitions, classical concerts, jazz, children's shows, family events, classes,

heritage activities and annual celebrations including Nowruz, Easter, Halloween and Christmas.

Alongside our cultural programme, we host more than 100 private events each year, including weddings, parties and memorials. Our private hire programme is currently our primary source of income and plays an important role in supporting our charitable arts and education work.

We also run an extensive education and outreach programme. Since 2016, we have worked with secondary schools, taking creative practitioners into classrooms and using poetry, drama, visual arts and performance to explore subjects including human rights, the environment and Tudor history. Our wider free programme includes youth activities, lunchtime concerts, family events and community initiatives.

We have a footfall of about 80,000 each year. Some people come for a concert or exhibition; others attend a weekly class, use the café, bring their children to family activities and/or celebrate significant moments in their lives here. Many people's relationship with Lauderdale House stretches across years or even decades.

That combination of activity, history and personal connection creates significant fundraising potential. Someone once said, 'Lauderdale becomes part of your DNA'.

To find out more about what we achieve in a year, have a look at the annual reports on the [About Us](#) page of our website.

Why this role — and why now?

This is a new role, but you won't be starting from scratch.

There are already areas where we know dedicated fundraising capacity could make a significant difference.

Trusts: Our education and outreach programme has an established track record, successful previous trust applications and good evaluation data. We believe there is considerable potential to increase trust and foundation income by developing a stronger pipeline and increasing the number of targeted applications.

There is also scope to fundraise for our wider creative programme and projects that improve and protect our historic building.

Individual and legacy giving represents another largely untapped opportunity. Lauderdale House has an unusually engaged community of visitors, participants, families, hirers and supporters.

Our capital campaign 10 years ago demonstrated people's willingness to support the House and reflected their personal relationship with us. However, we have not previously had the capacity to consistently cultivate and steward those relationships.

And there is a major opportunity on the horizon: in 2028, Lauderdale House will celebrate 50 years as an arts and education centre.

We want to put the foundations in place now so that we can make the most of that anniversary and build something that continues well beyond it.

What you'll have to work with

You will be joining an organisation where there are already genuine opportunities to pursue, including:

- Established education and community programmes with a successful fundraising track record.
- Previous trust applications and existing evaluation and impact information.

- A large community of people with an existing personal connection to Lauderdale House which often dates back decades.
- Previous individual donors and supporters with whom relationships could be renewed.
- Our 50th anniversary as a charity in 2028, providing a natural focus for developing individual giving and supporter engagement.
- Strong stories demonstrating the impact of our work.
- Potential new projects across our arts, heritage and community programmes, especially related to the 50th anniversary.
- Opportunities to seek support for improvements to our historic building.

What you'll be doing

Strategy

One of the attractions of this role is the scope to be at the start of the journey to develop, deliver and review a fundraising strategy which seeks to embed fundraising as an additional core income stream.

With a focus on Trusts & Foundations and Individual & Legacy fundraising you will work closely with the Director and will also have the support of two board members with professional fundraising experience.

You will have the opportunity to:

- Agree targets.
- Recommend priorities based on potential return, organisational capacity and changing opportunities.
- Identify projects and areas of our work with fundraising potential.
- Help turn ideas into fundable propositions.

- Advise colleagues on what funders and donors are likely to respond to.
- Contribute to the development of cases for support.
- Test new approaches where there is a strong rationale for doing so.

Trusts & Foundations

You will:

- Write high-quality, evidence-based and compelling funding applications and reports.
- Develop and manage a pipeline of applications from initial research through to reporting and stewardship.
- Build relationships with funders and develop approaches that encourage renewal, increased giving and longer-term support.

Individual Giving

You will:

- Lead on the development of an individual and legacy giving strategy and create a pipeline for individual giving, setting up the foundations in 2026/27 with a view, in 2028, to using the 50th anniversary celebrations of Lauderdale House as an arts and education centre to 'super charge' individual giving.
- Research and cultivate prospective donors, and confidently make fundraising approaches, working closely with the Director and colleagues in the Marketing and Events teams.
- Develop donor stewardship approaches that support repeat and long-term giving.
- Set up systems for managing data and Gift Aid applications.
- Integrate legacy giving into the individual giving strategy.

Impact, evaluation & communications

Working particularly closely with the Director, Education & Outreach Manager and Marketing team, you will:

- Help develop impact reports, case studies and other evidence demonstrating the difference our work makes.
- Ensure appropriate evaluation is considered from the outset of funded projects.
- Identify stories and evidence that strengthen our case for support.
- Contribute fundraising messages and content across our communications where appropriate.

Fundraising management

As the organisation's dedicated fundraising specialist, you will also:

- Monitor fundraising performance and maintain an effective prospect pipeline.
- Provide fundraising reports for Board meetings and attend as required.
- Ensure compliance with relevant regulation, GDPR, ethical standards and best practice including SORP.
- Stay informed about developments within fundraising and the wider charity sector.
- Take responsibility for all areas of administration and data management relating to fundraising, including maintaining accurate fundraising and donor records.
- Identify tools, systems and approaches that could help a small organisation fundraise more effectively.

About you

We are looking for someone who has already developed strong fundraising skills and is now ready for greater ownership and responsibility.

You will be comfortable getting on with your work independently. You won't need to be given a detailed set of instructions for every application or opportunity: you will be able to research, assess and recommend what we should pursue and then take responsibility for moving it forward.

At the same time, Lauderdale House is a small and collaborative organisation. You'll work closely with the Director and colleagues across education, events and marketing, and there will always be opportunities to discuss ideas, develop projects together and draw on the team's expertise.

We aren't looking for someone who already knows everything or has previously been a Head of Fundraising. We are looking for someone who has enough experience to know what good fundraising looks like and the confidence to put that knowledge into practice.

Person specification

We are looking for a collaborative, adaptable, self-motivated and solution-focused fundraiser who possesses all or most of the following:

- A successful track record in fundraising relevant to this role, preferably in arts, heritage and/or community organisations.
- Experience of managing your own fundraising workload or portfolio with a good degree of independence.
- The confidence to use your judgement, make recommendations and move work forward without extensive day-to-day supervision.
- Experience of taking responsibility for fundraising targets or income goals.
- Strong understanding of fundraising trends especially within the arts, heritage and/or community sector.
- Understanding the role of fundraising in organisational growth.
- Knowledge of fundraising regulations, data protection, ethical standards and best practice.
- Experience of using CRM systems, databases or other tools for data mining and supporting prospecting.

- Strong interpersonal and relationship building skills and confidence to develop relationships with funders, donors and prospective supporters.
- The ability to work collaboratively with colleagues who are not fundraising specialists.
- Excellent verbal and written communications skills.
- Ability to influence people and inspire trust.
- Strong organisational skills and the ability to manage multiple deadlines and priorities.
- Creative and lateral thinking problem-solving skills and the ability to deal with the unexpected.
- Positive attitude and willingness to help where needed.
- Confident use of the Office suite and ability to learn other relevant software.
- An interest in arts, heritage, education and/or community activity and the impact organisations such as Lauderdale House can have.
- Excellent and accurate attention to detail.
- Interest in the arts, heritage, education and/or community activities.
- A commitment to equality and diversity.

Above all, we are looking for someone who combines fundraising knowledge and real experience with initiative. You won't be expected to arrive knowing everything about Lauderdale House, but you should have enough fundraising experience to recognise opportunities, recommend a course of action and confidently take responsibility for delivering it.

Working at Lauderdale House

This is a permanent, full-time role working 35 hours per week.

Our normal working week is Monday to Friday, 10am–6pm, excluding a one-hour lunch break. The nature of the role together with the fact that Lauderdale House is a busy public building and events venue, occasional evening or weekend working will be required. Where approved additional hours are worked, time off in lieu is available.

The role is based at Lauderdale House in Waterlow Park, Highgate. Being part of the life of the House is important: understanding the people who use the building, developing relationships with colleagues and community partners, and seeing our programmes in action will all help you make a stronger case for support.

Salary: £37,818

Hours: Full-time, 35 hours per week

Holiday: 25 working days per annum plus public holidays.

Contract: Permanent

Location: Lauderdale House, Waterlow Park, Highgate N6 – **this is an on-site role, not suitable for remote or hybrid working due to the public facing nature of the organisation and the importance of personal contact with local supporters.**

Reports to: Director

How to apply

Please send us your CV and a covering letter explaining (i) why this opportunity interests you and (ii) showing how your experience meets the essential requirements of the role.

In particular, we'd like to hear about fundraising work you have personally been responsible for and examples of income you have successfully helped to secure.

Please also include contact details for two referees and tell us at what point in the recruitment process they may be contacted. We will not contact referees without your permission.

If you are interested in the role but aren't sure whether your experience is quite what we're looking for, we would encourage you to have an informal conversation with our Director before applying.

Deadline: Monday 5 October at 9am

First interviews: w/c 12 October

Second interviews: w/c 19 October

For an informal conversation about the role, please contact Director Katherine Ives on 020 8348 8716.

Equality, diversity and inclusion

Lauderdale House is committed to equality, diversity and inclusion across our activities, services and working practices.

We believe in the value of participation in culture for everyone and in the power of arts, heritage and community activity to promote understanding, connection and a sense of belonging.

We welcome applications from people from all backgrounds. If you have access requirements or would benefit from adjustments during the recruitment process, please let us know. We will make every effort to provide appropriate support and reasonable adjustments while ensuring all candidates are assessed against the essential requirements of the role.

Staff Structure

