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**Heritage
Fund**

Job Description

Fundraising Manager

Part Time (Fixed Term to Sept 2023)

**BORDE
HILL
GARDEN**

About Borde Hill

Set within the rolling hills of the Sussex High Weald, Borde Hill is one of Britain's truly great heritage Gardens. The vision of Colonel Stephenson Robert Clarke, who from 1893 dedicated fifty years to creating a magnificent collection of rare trees and flowering shrubs from around the world, the plantings are a supreme example of the best in British gardening. The botanical collection includes many plant species found nowhere else in Britain, and one of the country's largest privately owned collections of champion trees.

Borde Hill Garden has received initial support from The National Lottery Heritage Fund for 'Reinventing Borde Hill,' a project which aims to connect communities with the restorative power of nature, help local people feel mentally and physically replenished, and inspire future generations through outdoor learning. It will also 'reinvent' Borde Hill as a thriving destination for the 21st Century while honouring and celebrating its rich and important botanical history

This will be achieved through a broader appreciation of the Garden's heritage via learning, engagement and wellbeing activities, and the provision of new facilities in the South Park, which will offer a series of educational and community programmes to engage a new and diverse local audience.

Key components of the project include a cycle / pedestrian route creating car-free access to Borde Hill from Haywards Heath, an Eco Lodge on the edge of tranquil Robertsmere Lake serving as a visitor and community hub, plus an extensive focus on outdoor learning across Dinosaur Wood to the west of the lake.

A Growers Community Garden and Propagation Project will highlight the importance of biodynamic, locally grown produce and good horticultural practice, enabling community groups and individuals to connect with nature. Important interpretation exploring the significance of Borde Hill's botanical history, and an established learning and volunteers programme will see initiatives across propagation, growing, outdoor learning and environmental sustainability.

The Role

Borde Hill Garden is appointing a Part Time Fundraising Manager to raise c.£350,000 plus during the Development Phase of the National Lottery Heritage Fund (NLHF) funded 'Reinventing Borde Hill' project. You will have proven experience of fundraising for heritage projects and will work closely with the Heritage Project Manager as well as Garden staff and volunteers. The successful candidate will play a lead role in raising a fundraising shortfall for a R2 application to the National Lottery Heritage Fund.

To be successful in the job you will need to be an experienced fundraiser with the demonstrable ability to work calmly and resourcefully. The role will be responsible for mobilising and motivating the Borde Hill Garden fundraising operation and you will use your knowledge of fundraising to design and implement successful fundraising initiatives, effective supporter journeys and events to attract, engage and retain a wide range of supporters and achieve our fundraising target .

Salary:

£18,000 per annum
subject to skills &
experience.

Hours:

18hrs p/w Fixed Term
to September 2023

Holiday entitlement:

28 days inclusive of
Bank Holidays (pro-
rata)

Closing date:

9 September 2022

To apply:

Please email your
covering letter and
curriculum vitae to
manager@bordehill.co.uk

If you are short listed
you will be contacted
shortly after the
closing date and
invited to interview.

Our location:

Borde Hill Lane
Haywards Heath
West Sussex
RH16 1XP

01444 450326

www.bordehill.co.uk

Registered Charity No:
246589

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Key Responsibilities

- Work with the Heritage Project Manager to set out a clear fundraising strategy and action plan for the year's work targeting funders with a particular interest in parks and gardens, biodiversity, nature conservation and climate change.
- Implement the fundraising strategy
- Create and submit successful funding applications to trusts, foundations and other potential funders to meet campaign income targets.
- Nurture and develop existing members and undertake research into potential donors, developing a strong pipeline of opportunities to help secure significant contributions.
- Develop and manage new relationships with prospective funders, major donors or companies, keeping them informed of progress, outcomes and key milestones.
- Prepare high quality presentations for pitching and cases for support for campaign projects.
- Work closely with Borde Hill Garden colleagues, campaign partners and communications colleagues to ensure joined up working
- Report regularly to the Project Board and stakeholders at all levels across the organisation on outcomes and progress for the campaign strategy.

Knowledge, skills and experience required

(Please provide evidence in your Covering Letter and CV)

- You will have experience of fundraising through Trusts and Foundations, corporate fundraising, and an understanding of individual giving.
- Excellent communication and social/networking skills.
- Proficient administrative and database skills.
- Strong at developing and maintaining relationships internally and externally.
- Be able to manage your own workload, budget income and expenditure.
- Be personable, driven and inspiring to volunteers.
- Be proficient in key Office software

Equal opportunities

Borde Hill Garden wants the best candidate for the job, and fully complies with the Equality Act 2010 in terms of not discriminating on the basis of protected characteristics, including race, colour, gender, age, nationality, sexual orientation, religion or belief or disabilities.