



Head of Foundations & Trusts (£30,000 - £37,000)

Reporting to the Development Director, this is a full-time position, to start early September 2021. You will work at the IEA office in Westminster, (subject to social distancing guidance applicable at the time) in a highly motivated fundraising team, building relations with private individuals, corporations, foundations and trusts.

This is an excellent opportunity for an organised, results-oriented strategic thinker with first class diplomatic, presentational and interpersonal skills, capable of delivering projects from start to finish, and with a passion for the IEA mission. The role will involve some travel (including some international travel). Hours can be irregular, to suit the timing of meetings and events.

Knowledge, Skills and Experience:

- A minimum of 18 months experience working for a think tank, research institute, educational foundation, trust or similar is essential.
- Demonstrable political and economic awareness is required alongside a good understanding of the IEA's history and research catalogue which you will be communicating and promoting to IEA stakeholders.
- Experience in fundraising, foundation application writing, or marketing will be considered an advantage, but as important is your passion for the IEA's mission, as training can be given.
- Proven experience of running successful projects from concept stage to completion.
- Exceptional written, presentational and numerical skills with superior attention to detail.
- An assured and confident manner when dealing with IEA stakeholders to include senior executives, academics, politicians and journalists.
- Excellent tech-literacy, capable of using common office and mobile communication tools (experience of Salesforce & Google Analytics, MailChimp or QuickBooks is an advantage).
- Unwavering commitment to ethical conduct and protecting the reputation of the IEA.
- Willingness to work flexible and sometimes unsocial hours.

Duties include, but are not restricted to:

- Taking on and managing a bespoke list of stakeholders to personally nurture and develop.
- Creating engaging updates, reports and newsletters in a variety of formats and styles.
- Drafting fully budgeted and compelling proposals and grant applications to Foundations, Family Trusts and a variety of stakeholders in strict accordance with IEA protocols.
- Designing and executing a number of events from start to finish.
- Ensuring the maintenance of accurate records and databases.
- Supporting the Development team and wider IEA team as required.

Reporting line:

Angela Harbutt, Development Director

Closing Date: 22nd August 2021

Interview/Start Dates

W/c 23rd August, aimed at starting early September 2021.

Application Details

Please send the following to aharbutt@iea.org.uk

- Curriculum vitae
- Covering letter explaining why you are the best person for the job
- An example of a promotional report or grant application you have produced together with any explanation of its origins, purpose or success that you think relevant.

Website: <https://iea.org.uk/>

