

Job Description

Fundraising Manager

Part time role (3 days per week)
Fixed Term for 24 months (with the possibility of extension)
Borde Hill, Haywards Heath, West Sussex. RH16 1XP

About Borde Hill

Borde Hill (BH) is a magnificent Grade II* English Heritage listed Garden set within 383 acres of Parkland and Woodland.

Created in the early 1900's with plants gathered by the great plant hunters from their travels to the Himalayas, China, Burma, Tasmania, the Andes and North America, the Estate contains over 70 champion trees and 8,000 trees and shrubs listed by the Royal Botanic Gardens Kew. In addition to the living collection, Borde Hill also has an extensive plant archive which allows us to better understand the plant collection and social history to engage our visitors about 'the world in one garden'.

The Stephenson Clarke family have been custodians of Borde Hill for five generations, and are at a stage of generational change that is seeing new energy, opportunities and ideas aimed at broadening our visitor demographic and ensuring Borde Hill is sustainable for future generations. This includes new business initiatives of field to fork dining and the restoration of our walled kitchen garden, a biodynamic market garden and a rejuvenated family parkland offering with improved infrastructure, better horticultural interpretation and plant management, with a focus on climate change.

The Reinventing Borde Hill Project

The *Reinventing Borde Hill* project is an ambitious commitment from Borde Hill to protect and conserve its nationally important heritage and connect more widely with the local people and communities that surround it. It will "reinvent" Borde Hill as a thriving destination for the 21st century, while honouring and celebrating its rich botanical history, establishing new local and global connections. This will be achieved through a broader appreciation of the Estate's heritage via learning, engagement and wellbeing activities, and the provision of new facilities, reaching larger and more diverse audiences.

New landscaping, habitat creation and interpretation will creatively reveal the estate's natural heritage to new and diverse visitors, championing biodiversity and educating about climate change.

An expanded visitor engagement offer will focus on the South Park, 110 acres of heritage listed landscape, and on a new Growers Community Garden and Propagation Project at Sugworth Farm outside the listed curtilage, but within the High Weald National Landscape. Both areas are under-utilised and, in many places, not yet accessible, and will offer new opportunities for people of all ages to access the great outdoors.

You and Your Role

This new post will build on our Charity fundraising work which seeks to generate income from a portfolio of philanthropic sources, including trusts, foundations, individuals, corporate sponsors, and statutory bodies. The primary focus of this role will be to support the Reinventing Borde Hill project, helping to transform Borde Hill's South Park and establish a community growing garden at Sugworth Farm. The project has an annual fundraising target of £1million, to be raised over the next two years. Additionally, this post will also seek and pursue opportunities to support the work of Borde Hill Garden Charity more widely. Working with the *Reinventing Borde Hill* project team, the role will effectively manage funders, driving the financial sustainability of the project and wider charity operations.

Your passion for heritage, the natural landscape, and community involvement will feed into compelling funder proposals and ongoing relationship-building with supporters. You will report to the Managing Director, and prepare monthly/quarterly updates for the Project Board and NLHF.

Salary:

£21,000 - £22,800 (FTE)
£35,000 - 38,000

Hours:

21 hours per week, 0.6 FTE. We are open to discussing working days and patterns

Start Date:

As soon as possible

Holiday entitlement:

28 days pro rata (including Bank Holidays)

To apply:

email your CV & covering letter to: projectmanager@bordehill.co.uk

Closing date:

5th January 2026

If you are in employment, please include your current notice period.



Key Duties and Responsibilities

- Coordinate a portfolio of funders, including trusts, foundations, and corporate sponsors/ local companies / individuals, to secure donations, and develop a pipeline for future gifts.
- Develop and deliver proactive and reactive fundraising programmes, tailored to prospective funders and aligned with the Reinventing Borde Hill project.
- Achieve individual annual income and stewardship targets, ensuring goals for donor retention and income diversification are met.
- Create tailored project budgets with support from the Heritage Project Manager.
- Prepare compelling grant applications and monitoring reports, using case studies and evaluative data to articulate project activities, outputs, outcomes, and budgets.
- Support and develop the existing individual giving scheme, including inputting into events for key supporters alongside the Fundraising Committee.
- Coordinate donor communications, such as member appeals and a future crowd-funding campaign for Reinventing Borde Hill.
- Undertake grant administration and reporting, in collaboration with the finance team and Heritage Project Manager, ensuring Borde Hill's timely compliance with funder requirements.
- Foster strong relationships with current trust and foundation supporters, as well as key local stakeholders (e.g. local government), encouraging continued and deeper engagement.
- Support with organising and running events, meetings and site visits for a range of stakeholders to support Fundraising efforts.
- Work closely with the Heritage Project Manager and the Evaluation Consultant, proactively supplying or requesting information when needed, including for Project Board meetings.
- Collaborate with the Heritage Project Manager to match upcoming activities with suitable funders and continually seek new opportunities to broaden support.
- Maintain accurate records for analysis and reporting.
- Prepare and deliver reports to the Project Board, and to funders such as National Lottery Heritage Fund.
- Pursue ongoing professional development to enhance fundraising expertise.
- Ensure all fundraising activities comply with relevant legislation, regulation, and ethical standards (e.g. GDPR, Fundraising Regulator, Due Diligence, and Gift Acceptance).

Knowledge, skills and experience needed

(Please provide evidence in your Covering Letter and CV)

Essential:

- At least two years fundraising or income generation experience
- Strong contacts in fundraising and an ability to network to develop local contacts further
- Some experience with or knowledge of corporate fundraising
- Knowledge and awareness of fundraising compliance requirements
- Desk research skills - proactively research funding opportunities
- Strong interpersonal skills, as a confident communicator
- Conscientious administration skills and ICT literacy
- Ability to handle sensitive information professionally
- Able to work to targets, deadlines and project KPIs (Key Performance Indicators)
- Able to prioritise, time manage, attention to detail
- Positive, proactive approach; adaptable to change and enthusiastic
- Active interest in heritage, the environment, and the mission of Borde Hill charity
- Eligible to work in the UK

Desirable:

- Experience with budgeting, and impact monitoring methods
- Understanding of other forms of giving such as Legacies and public fundraising

Borde Hill has a Family-led small, dedicated, professional and friendly team who embody a 'one team' culture. We want everyone to feel valued and fairly rewarded for the work they do and your package includes:

- A Borde Hill annual family membership allowing free entry to the Garden and Parkland
- Discount in the Borde Hill shop and catering outlets
- Free tickets for selected events throughout the open season
- Free access at selected times to our Partner Gardens (Chelsea Physic Garden, The Newt, The Lost Gardens of Heligan and Sculpture by the Lakes)
- Free entry to selected RHS events
- Free access to our wellbeing programme
- A flexible working pattern where possible

Please note, applications without a CV and Cover Letter will not be considered.

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.