

JOB DESCRIPTION

Fundraising & Grants Officer

Location: 37 Spital Square, London E1
(with some homeworking by agreement)

Hours: Full-time (1.FTE)

Term: Permanent

Salary: £30,000

Deadline: 5pm, Monday 9 March 2026

The Society for the Protection of Ancient Buildings
www.spab.org.uk | [@spab1877](https://twitter.com/spab1877)

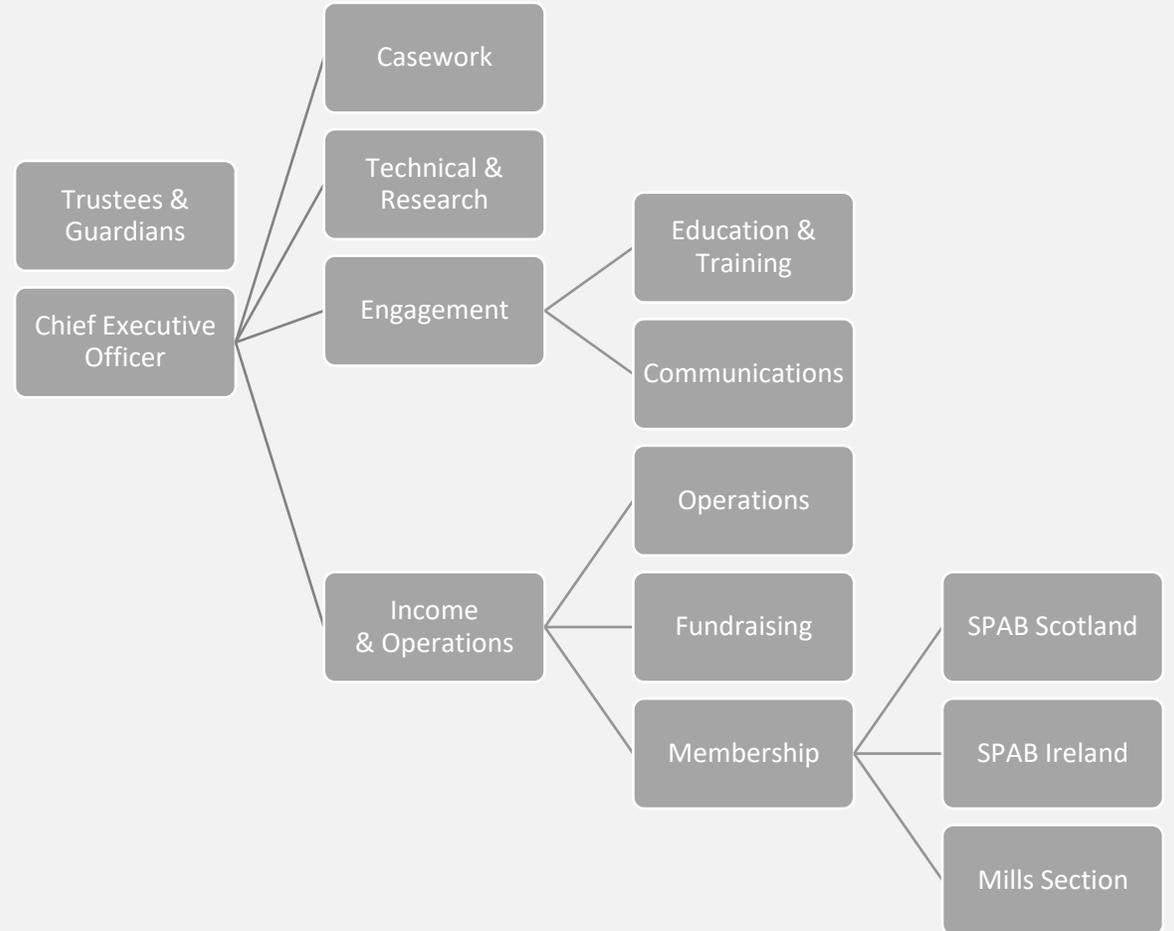
About Us

The Society for the Protection of Ancient Buildings (SPAB) gives old buildings a future.

We help people to look after old buildings, making them fit for the future while keeping their historic character. We do this through casework, technical research and advice, education and training, awards, outreach and events across the UK and Ireland.

Our work is underpinned by a conservation philosophy that encourages people to preserve historic fabric. The SPAB Approach provides a well-tested basis for practical decision-making in building conservation. We also encourage excellence in new design to enrich and complement the built historic environment.

Founded in 1877 by William Morris and his fellow campaigners, the SPAB continues to advocate for old buildings almost 150 years later.



About the Role

The Role

The Fundraising & Grants Officer is a key role within the Society to deliver and grow income from trusts, foundations, statutory funders, and legacies, playing a key operational role to support the fundraising function.

The postholder will manage funding applications end-to-end, administer legacy income sensitively and accurately, and contribute to the charity's overall fundraising activity.

The successful candidate will have previous experience securing funds from multiple sources, as well as excellent writing skills, and a keen interest in the heritage sector and the Vision, Mission and Values of SPAB.



What You'll Do

MAIN DUTIES AND RESPONSIBILITIES

Trusts & Grants Fundraising

- Research, develop, and submit high-quality funding applications to trusts, foundations, and statutory funders
- Manage the full grants lifecycle, from prospect research through application, reporting, and stewardship
- Maintain a clear pipeline of funding opportunities and deadlines
- Track and report on grant income, outcomes, and success rates.

Legacy Fundraising & Administration

- Act as the main contact for legacy enquiries and notifications, handling all communications sensitively
- Administer legacy cases from notification to receipt, liaising with solicitors, executors, and internal colleagues
- Maintain accurate records of legacy pledges, estates, and income
- Ensure timely acknowledgements and appropriate stewardship of legacy supporters
- Support low-level legacy marketing activity (e.g. website content, leaflets, or supporter communications), where appropriate

	Salary: £30,000 + 5% employer's pension contribution
	Hours: 40 hours per week
	Term: Permanent
	Location: Spitalfields, London, E1, with homeworking available
	Reports to: Income & Operations Director Line management: None
	Team: Income & Operations

Equal Opportunities

We particularly welcome applications from people with backgrounds underrepresented in building conservation.

Anything we can do to make this role or application process more accessible for you? Please email recruitment@spab.org.uk.

What You'll Do

MAIN DUTIES AND RESPONSIBILITIES

Supporter & Funder Stewardship

- Build and maintain positive relationships with funders, legacy supporters, and professional advisers
- Provide clear, timely updates and impact information
- Represent the charity professionally in meetings, calls, and correspondence.

Internal Collaboration

- Work closely with colleagues/programme delivery staff to gather information, budgets, and outcomes for funding applications and reports
- Ensure accurate income recording and compliance
- Contribute to fundraising planning and income forecasting
- Provide occasional support to other fundraising activity as required.

Administration, Compliance & Systems

- Maintain accurate records on the CRM and legacy tracking systems
- Ensure compliance with funding agreements, GDPR, and fundraising regulations
- Contribute to internal reporting and audits as required.



What You'll Do

MAIN DUTIES AND RESPONSIBILITIES

- **Other duties**
 - Manage the centralised 'Development' email inbox
 - Attend and contribute at staff meetings and Advocacy Committee meetings
 - Ensure fundraising activity is aligned to the SPAB's organisational strategy
 - Maintain awareness of the built heritage sector
 - Work in line with the Code of Fundraising Practise
 - Undertake other duties as may from time-to-time be required as requested by the Line Manager.



About You

ESSENTIAL CRITERIA

Experience

- Background of trusts and grants fundraising within the UK charity sector
- Strong grant-writing skills
- Experience in legacy fundraising and/or donor stewardship (or strong transferable skills)
- High level of organisation and attention to detail.

Knowledge & Skills

- Understanding of fundraising legislation, GDPR, and ethical fundraising standards (eg Fundraising Regulator Code of Practice).
- Excellent written communication skills — ability to write persuasive funding proposals and donor communications
- Strong interpersonal and relationship-building skills.
- Confidence working independently and managing multiple priorities
- Competent in using CRM or fundraising databases.



About You

ESSENTIAL CRITERIA

Personal

- A collaborative team player with a positive, solution-focused attitude
- Proactive, self-motivated, and able to work independently.

DESIRABLE CRITERIA

Experience

- Securing and managing legacy gifts, including writing legacy materials and promoting gifts in wills.
- Working with corporate partners or major donors.

Knowledge & Skills

- Understanding of the UK charity sector and fundraising regulations
- Understanding of probate and legacy administration processes.
- Strong data analysis and reporting skills (Excel, fundraising dashboards).



What We Offer

- 21 days annual leave per annum, plus a generous Christmas closure period and UK bank holidays.
- A contributory pension scheme through the Pensions Trust, with a contribution of 5% of gross salary for those that opt in.
- A flexible working policy, whereby you can work the hours that suit you from a location that suits you, as agreed with your line manager.
- A TOIL policy, whereby you can reclaim any additional hours for occasional evening and weekend work.
- Involvement in and attendance at SPAB events, including Working Parties, and wider heritage sector events.

Get in Touch

Any questions about the role before you apply? Please email Richard Mullis, Director of Income & Operations, at Richard.Mullis@spab.org.uk.

Need any adjustments in order to apply or attend an interview? Please email recruitment@spab.org.uk.



How to Apply



Please submit a CV (maximum two pages) and a covering letter (maximum two pages). Your covering letter should clearly explain why you believe you are well suited to the role.

Send your application to recruitment@spab.org.uk by 5pm, Monday 9 March 2026

Interviews will be held at 37 Spital Square, London E1 6DY

Provisional interview date:
Tuesday 17 March 2025