



Job Description

Fundraising and Legacy Officer

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

Hours: Full-time (1.FTE)

Term: Permanent

Salary: £30,000

Deadline: 5pm, Thursday 11 September 2025

The Society for the Protection of Ancient Buildings www.spab.org.uk | @spab1877

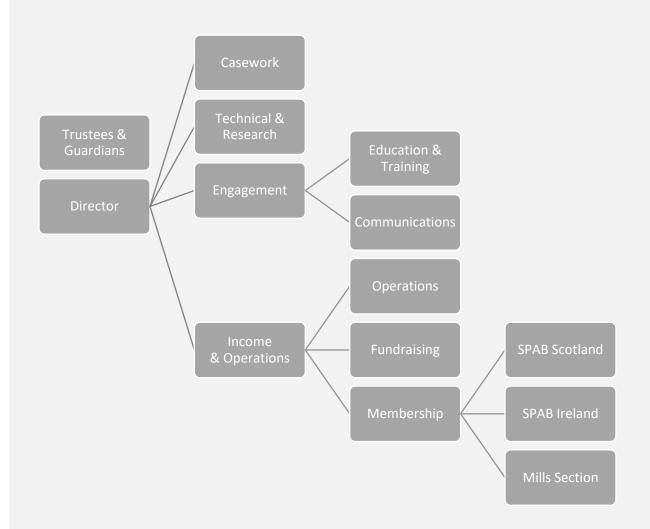
About Us

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 and Legacies Officer is a key role within the Society which will identify potential grant giving bodies, write and submit bids, and manage grant reporting and claims from a range of sources, including Statutory funders, Trusts and Foundations, individual and legacy donors. The post holder will also provide guidance and support to the wider staff team to advance fundraising activity.

Alongside this, the post holder will respond to legacy enquiries and notifications and be instrumental in the deployment of a proactive legacy promotion programme.

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

Funding Research & Applications

- Research and identify grant opportunities across multiple funding streams
- Maintain accurate donor and legacy data within the CRM system
- Write clear and compelling proposals to secure new, and maintain established sources of funding
- Work with colleagues and external/freelance bid writers (where applicable) to support their fundraising needs, gathering evidence, data, and information to support proposals.

Funding Administration & Reporting

- Monitor and manage progress of grants to ensure funder requirements are met
- Produce and submit reports and financial claims to meet funder deadlines
- Produce regular fundraising progress reports for internal stakeholders including Senior Management Team, Finance and Audit Sub-Committee and Board of Trustees.



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

Legacy Stewardship

- Ensure all legacy enquiries are processed, recorded on the CRM, and responses sent in a timely manner
- Ensure a clear legacy cultivation/stewardship plan is agreed and implemented for each legator identified.
- Develop a proactive legacy marketing strategy.
- Develop and manage, in collaboration with the Communications Team, campaigns to attract new legators. E.g. Remember a Charity Week, the Law Gazette and providers of wills services.

Legacy Administration

- Maintain meticulous records from notification to payment of legacies
- Monitor and inform internal stakeholders of Smee and Ford notifications
- Liaise with solicitors and executors, providing timely and accurate responses
- Generate legacy reports for the Finance and Audit Sub-Committee and Board of Trustees



What You'll Do

MAIN DUTIES AND RESPONSIBILITIES

Campaigns and marketing

- Work with the Communications and Membership teams to ensure effective fundraising appeals/campaigns are embedded within wider organisational activities, tailored to appropriate audiences as necessary
- Write compelling cases for support for the core and fundable areas of the SPAB.

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 Practice
- Undertake other duties as may from time-to-time be required as requested by the Line Manager.



About You

Essential Criteria

- Experience
 - Proven experience in fundraising, with a track record of meeting or exceeding income targets
 - Experience of developing and managing donor relationships
 - Experience working with trusts and foundations and statutory donors
 - Demonstrable experience in legacy fundraising or donor stewardship (or strong transferable skills)
 - Experience working in or with the UK charity sector.
- Knowledge & Skills
 - Understanding of fundraising legislation, GDPR, and ethical fundraising standards (e.g., Fundraising Regulator Code of Practice).
 - Excellent written communication skills ability to write persuasive funding proposals, donor communications, and legacy materials.
 - Strong interpersonal and relationship-building skills.
 - Organised and able to manage multiple fundraising priorities simultaneously.
 - 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
 - Experience securing and managing legacy gifts, including writing legacy materials and promoting gifts in wills.
 - Experience working corporate partners or major donors.
 - Experience working fundraising committees
- Knowledge & Skills
 - Understanding of the UK charity sector and fundraising regulations
 - Understanding of probate and legacy administration processes.
 - Basic 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



Send a cover letter and CV (max 2 pages each) detailing how you fit the specification for the role

Send your application to recruitment@spab.org.uk by 5pm, Thursday 11 September

Interviews will be held at 37 Spital Square, London EI

Provisional interview date: Thursday 18 September 2025

