



JOB TITLE: Fundraising Executive (Fixed term – 18 months)

JOB PURPOSE: The purpose of this role is to support delivery of EDT's programme of university and further education activities; developing and managing new sources of income and maximising existing income-generating partnerships and products.

REPORTING RELATIONSHIPS: The Fundraising Executive reports to the Director of UK Fundraising.

MANAGEMENT ACCOUNTABILITY: None

LOCATION: Glasgow

HOURS: Full Time 37.5 a week

KEY RESPONSIBILITIES:

Income Generation

- Work closely with EDT colleagues to identify and prioritise funding gaps within EDT's HE/FE programmes – particularly the well-established Headstart and Inspire programmes
- Research and write fundraising applications to trust and foundations, statutory bodies and corporate partners
- Prospect and profile potential funders (trust and foundation, statutory bodies and corporates) to build a sustainable pipeline of income generation and engagement opportunities
- Provide the Director of Fundraising with regular updates on targets
- Working with the Director of Fundraising, develop a six-figure income generation plan for EDT's HE/FE programmes, including a weighted pipeline to August 2020 and beyond

Relationship Management

- Ensure effective systems and processes are in place for research, engagement and stewardship to deliver a professional fundraising programme across EDT's HE/FE programmes
- Monitor the progress of HE/FE programmes, ensuring payments are received on time and reports submitted as required
- Develop a clear benefits track for all HE/FE partnerships
- Work with colleagues across EDT (including Headstart & Inspire Programme Team and Key Account Managers) to ensure all funding partners receive excellent stewardship and partnership development opportunities are identified and developed

Fundraising Communications and Events

www.etrust.org.uk

www.industrialcadets.org.uk



- Prepare briefings and communicate plans, to support colleagues and volunteers actively engaged in fundraising
- As appropriate, attend events to meet and get to know donors and potential supporters, representing EDT
- Facilitate cultivation events and networking opportunities in line with strategic priorities

General

- Maintain a good working knowledge of the full range of EDT HE/FE programmes, activities and accreditations
- Participate in team meetings and activities
- Undertake any other tasks as reasonably required
- Act as an ambassador for EDT, its programmes and activities

Expected outcomes

- Deliver income target of £65k by September 2019
- Prepare accurate monthly reports on HE/FE income generation
- Develop a sustainable mixed portfolio of funding for EDT's university programmes
- Implement quality stewardship programme, ensuring all HE/FE partnerships are cared for in a systematic and professional way

Competencies

- Proven track record of achieving income generation targets
- Comprehensive and adaptable communications skills – including the proven ability to write successful proposals, pitches, fundraising text and reports
- Demonstrable people skills, able to motivate and enthuse supporters, partners and colleagues; combined with an ability to listen and understand how to take matters forward
- Understanding and enthusiasm for working with digital communications and social media
- Ability to plan own workload and prioritise multiple tasks
- Ability to work co-operatively and confidently with colleagues and other stakeholders
- Ability to manage detail, including using and adapting databases for forecasting, pipeline and supporter engagement.

Attributes

- Energetic and committed with a clear focus on achieving results
- Solutions focused and resilient
- A friendly person that enjoys working with a wide variety of people and is a team player
- Someone who is excited by the challenge of expanding a fundraising function in a successful charity.
- Understanding of and enthusiasm for EDT and its goals
- Knowledge of the HE and FE sectors across the UK



Special conditions:

The successful candidate will be required to fulfil an enhanced DBS/PVG check and should hold a clean driving licence