#### FUNDRAISING EXECUTIVE

#### Salary: £23,618 - £27,916 (Dependent on experience)

**Contract: permanent, 37.5 hours**

**Location: Hackthorpe near Penrith, or Glasgow (home based working will be considered)**

**The Outward Bound Trust**

The Outward Bound Trust is an educational charity that helps young people defy their limitations through learning and adventure in the wild.

The Fundraising team raises over £4.5m a year to provide bursary support for disadvantaged young people to participate in our residential courses, and towards capital requirements across the Trust. The team of 15 is based across three locations at Waterloo, London, Head Office in Hackthorpe, Cumbria and Glasgow, Scotland.

**Job description**

**In a nutshell….**

As Fundraising Executive you will be part of a team of three working together with the Scotland Fundraising Lead and Trusts & Foundations Fundraising Lead to raise £500k of Trusts’ funding. In addition, you will provide support for Corporate and Major Donor fundraising in Scotland, including the organisation and execution of events.

**Here's a bit more detail…**

Responsibility for your own portfolio of around 40 existing trusts across the UK

* Managing all aspects of the application process for designated Trusts, Statutory or Lottery funds
* Stewardship of existing relationships (with support from the Trust’s Impact and Evaluation team)
* Maintaining records on The Trust’s MS CRM database system
* Travel to meet, and host visits for Trustees and staff of supporting Trusts and Foundations
* Research and pro-actively bring on board new trusts to support Outward Bound
* To be an active member of the team offering support with other associated tasks in line with the broad remit of the post

Scotland

* Supporting the Scotland’s Next Generation project with donor Stewardship and participant administration.
* Supporting the Scotland Fundraising Lead in the stewardship of Corporate and Major Donors.
* Provide support for the planning and execution of fundraising events

**Person specification**

**Skills and knowledge**

You’ll need:

* Experience in fundraising and working to targets
* Excellent level of literacy to produce meticulously presented copy for proposals and applications
* Good communication skills to engage with funders, project partners, young people and parents by email, letter, phone and face-to-face
* Good research skills
* Working knowledge of MS Office applications, Word, Outlook Excel and good IT skills

**Behaviours and attributes**

* Identify with the values of The Outward Bound Trust and appreciate the value of its work and the impact it has on young people
* High level of accuracy and attention to detail
* Excellent planning and time management skills
* Ability to manage own workload and work unsupervised and on own initiative
* Work well in a team with a willingness to accept additional responsibility and work collaboratively to exceed targets

**If we offer you the job**

There is a three-month probationary period from your start date.

The post holder will also be required to undertake an enhanced disclosure under the Disclosure and Barring Service.

**Salary and benefits**

Starting salary £23,618 – £27,916 (dependent on relevant experience)

* Annual leave of 24 days, plus bank holidays (rising by a day a year to 30 days +BH).
* Life Assurance: 3 x salary, covered from start date; includes Employee Assistance helpline.
* 8 weeks’ sick pay at full salary in any 12 months.
* Long-term Disability Insurance: 2/3 salary less state incapacity benefit after 6 months’ absence for up to 5 years, covered from start date.
* Personal Accident Insurance while at work or commuting.
* Cash plan healthcare (currently Medicash) on application after completion of probation.
* Pension Scheme (currently Standard Life): Auto-enrolment after three months.
* Berghaus uniform items provided. Also, opportunity to purchase Berghaus products at discount.
* Discounted course fees for family members.
* Cycle to work scheme.

**How to apply**

If you have any questions about the job or our recruitment process please contact Laura Firth, Trusts & Foundations Lead, laura.firth@outwardbound.org.uk or 01931 740028.

To apply for this job please send Laura an email or letter (no longer than two sides of A4) saying why you’re the person for this job as well as a copy of your up to date CV by 5pm on Wednesday 27th October.

If you’re shortlisted for the job, interviews will take place on Friday 5th November Location Glasgow or Cumbria dependent on Location of applicant.