



George Heriot's School

Founded 1628

Job Description

Job Title: Fundraising Manager
Responsible to: Director of External Relations
Hours of Work: Permanent; full-time, year-round position. 37 hours per week (occasional evening and Saturday work will be required where necessary)

Summary

Responsible to the Director of External Relations, the role of the Fundraising Manager focusses on building enduring donor relationships to secure income for the school's historic Foundation. The Fundraising Manager also maintains oversight of day-to-day operations of the Development team, helping to instill good fundraising process and the successful delivery of key actions.

Key Duties and Responsibilities:

The key duties and responsibilities of the role include but are not limited to:

- Undertake fund-raising activity to a defined base, including arranging meetings, attending and hosting events and nurturing engagement with characterful former pupils and potential donors of all ages, using systematic tracking and recording of activity so progress can be measured
- Actively promote the Heriot's ethos and ensure this ethos is reflected across Development activities
- Ensure good print, telephone and electronic communications with former pupils to assure a prompt and meaningful response to enquiries
- Oversee the Development team deliverables, leading and motivating with a good work ethic and a considered and caring approach; assure key performance indicators for the team are met.
- Keep up to date with sector developments and changes relevant to the fundraising process

Skills and Attributes

- Educated to degree level or equivalent
- Significant and proven experience of sales or fund-raising with keen ability to build and develop customer/donor relationships

George Heriot's School is governed by George Heriot's Trust, Scottish Charity number SC011463

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- Confident communicator, both face to face and on the telephone, with the ability to adapt to a wide range of audiences
- Previous experience of managing or leading a small team is preferred
- A strong people person who enjoys and excels in building excellent interpersonal relationships and adapts a structured approach to relationship building and management
- An outgoing and positive personality with a pro-active ‘can do’ attitude
- Excellent organisational skills with good attention to detail
- Warm, kind and friendly person, with an excellent sense of humour
- A personal knowledge of George Heriot’s School gained as a former pupil or member of the Heriot’s community, would be advantageous, but is not essential.

Additional Information

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. As such, the successful candidate will be required to gain membership of the PVG Scheme.