#### FUNDRAISING EXECUTIVE

#### Salary: £25,000 - £30,000k (Dependent on experience)

**Contract: permanent, 37.5 hours**

**Location: Glasgow (part time home based working will be considered)**

**The Outward Bound Trust**

The Outward Bound Trust is an educational charity that inspires young people to believe they can achieve more than they ever thought possible.

The Fundraising team raises £7m a year to provide charitable funding 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 working together with the Head of Scottish Partnerships to raise £750,000.

**Here's a bit more detail…**

* Responsibility for your own portfolio of Trusts
  + Managing all aspects of the application process for designated Trusts, Statutory or Lottery funds
  + Stewardship of existing relationships (with support from the Impact and Evaluation team)
  + Research and pro-actively bring on board new trusts to support Outward Bound
* Supporting the fundraising and stewardship of existing donors for The Trust’s two major projects in Scotland – The Mark Scott Leadership for Life Award and Scotland’s Next Generation.
* Supporting the Head of Scottish Partnerships in the stewardship of Corporate and Major Donors.
* Meet and host visits for donors at our residential centres (some visits may require overnight travel)
* Maintaining accurate records on The Trust’s Microsoft Dynamics CRM database system
* Provide support for the planning and execution of fundraising events
* Support the social media activity of the Scotland fundraising team.
* To be an active member of the team offering support with other associated tasks in line with the broad remit of the post

**Person specification**

**Skills and knowledge**

You’ll need:

* Excellent level of literacy to produce meticulously presented copy for proposals, applications and any other donor communications as required.
* Good communication skills to engage with funders, project partners and young people by email, letter, phone, face-to-face and on social media.
* 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 £25,000 - £30,000 (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 Lisa Robinson Head of Scottish Partnerships, lisa.robinson@outwardbound.org.uk or 0141 413 0243.

To apply for this job please send Lisa 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 Monday 30th January.

If you’re shortlisted for the job, initial telephone interviews will take place w/c Monday 6th February and if successful at this stage, applicants will be invited to a face-to-face interview in Glasgow.