



**MND Scotland**  
**Trusts and Foundations Fundraiser**  
**Job Pack**





## MND Scotland – About Us

### **About MND Scotland**

MND Scotland is the only charity in Scotland dedicated to supporting people with MND, their families, and friends.

Since being founded over forty years ago, MND Scotland has provided practical, financial, and emotional support to anyone affected by MND whilst also funding essential research into finding effective treatments and a cure.

MND Scotland is funded entirely by donations and grants. The charity's patron is Her Royal Highness, the Princess Royal.

For more information, visit [mndscotland.org.uk](https://mndscotland.org.uk).





## Trusts and Foundations Fundraiser

- Hours:** Full time (35 hours per week)  
Consideration will be given to part time working, with a minimum of 21 hours per week.
- Salary:** Grade 4 - £27,157.10 (gross per annum. Salary will be pro-rated for part time hours)
- Location:** Glasgow office
- Directorate:** Stakeholder Engagement and Fundraising.
- Reports To:** Partnerships and Philanthropy Lead
- Direct** N/A
- Reports:**

### Role Purpose

As part of an exciting period of expansion within the fundraising team, we are looking to recruit a Trusts and Foundations Fundraiser. This role will be integral in supporting the diversification of our income streams and focus on this important area of fundraising, creating more opportunities for giving across Scotland.

The Trusts and Foundations Fundraiser role will support the Partnerships and Philanthropy Lead in developing and cultivating a portfolio of trust fundraising and will be central to the successful delivery of our ambitious fundraising strategy. You will be responsible for researching, identifying, and producing high quality bids as well as supporting with required reporting.

Alongside this, you will play an active role in developing our supporter journeys and maintaining and utilising financial and supporter data to improve and develop our fundraising offer. As part of the role, you will be fundamental in developing and maintaining meaningful relationships across the trusts and foundations landscape.

As an ambassador for MND Scotland, and a first point of contact for many supporters, you will be a confident communicator with a passion for working with people throughout the community. You will be highly organised, and able to run projects on time and on budget.

### Key Responsibilities and Accountabilities

#### Planning and Development

- Meet or exceed income targets from trust fundraising activities.



- Maintain an up-to-date knowledge of the trust fundraising landscape and demonstrate continuous professional development.
- Contribute to the evaluation and improvement of trust fundraising activities, including the assessment of ROI and impact.
- Contribute to the development of supporter journeys and cases for support.
- Ensure the implementation of fundraising policies and procedures and participate in their development and continuous improvement.
- Participate in the planning, organisation, and delivery of the fundraising strategy and budget to meet or exceed targets.

### **Trust Fundraising**

- Develop and manage a pipeline of trust and foundations by researching, identifying, and prioritising appropriate funders.
- Manage current relationships with grant-making organisations as well as proactively developing relationships with prospective funders.
- Create high quality funding bids, proposals, and cases for support.
- Support with updates and production of impact reporting.
- Source, develop, and share supporter stories with a variety of audiences.
- Attend appropriate events to build relationships and to raise funds and awareness of MND Scotland.

### **Supporter Care**

- Provide the highest standards of support to fundraisers, building and managing relationships based on audience needs and supporter journeys.
- Build appropriate, ongoing relationships with supporters to maximise the relationship, exercising judgement, discretion, and appropriate boundaries.
- Use CRM software to maintain records of relationships with supporters, working with colleagues across the team to ensure planning and decision making are informed by data.

### **Marketing**

- Work with colleagues in Communications and Marketing to develop bespoke marketing plans that reach appropriate audiences for our community and events activities.
- Contribute to the development of fundraising marketing materials including newsletters and promotional products.
- Generate fundraising content for the website and social media channels.

## Essential Skills and Experience

- Excellent verbal and written communication skills, with the ability to communicate with a range of people across different channels.
- Excellent people, networking, and negotiation skills
- Experience of trust fundraising.
- Experience of building positive relationships with a range of audiences.
- Excellent organisational skills with strong attention to detail.
- Demonstrable experience of delivering successful activities in a project team.
- Demonstrable experience of delivering first-class supporter or customer care.
- Experience of working to targets.
- Knowledge of CRM databases.
- Demonstrable ability to balance expectations of different internal and external stakeholders to achieve results.
- Demonstrable experience of prioritising competing demands in a busy working environment.

## Desirable Skills and Experience

- Demonstrable experience of making a business case based on financial or supporter insight.

## Essential Competencies

- An understanding of, and commitment to, the cause and vision of MND Scotland.
- An understanding of, and commitment to, the Code of Fundraising Practice.
- An understanding of, and commitment to, delivering high quality supporter journeys.
- Ability to manage a busy workload, demonstrating flexibility, initiative, and a problem-solving approach.
- Ability to build and maintain positive relationships across a range of stakeholders.
- Ability to bring a creative and proactive approach.
- Ability to empathise with and support people affected by MND, whilst establishing and maintaining appropriate professional boundaries.

## Personal Attributes

If you are an enthusiastic and creative fundraiser with a passion for delivering first-class supporter care and believes in our vision of a world without motor neuron disease (MND) then we would love to hear from you.

## Additional Relevant Criteria

We pride ourselves in operating in a flexible working environment and collaborative working is at the core of what we do. To ensure we achieve this, you will be required to work from the Glasgow office on a regular basis as part of your flexible working.

This job description is current at the date of issue. As and when the work of MND Scotland develops or changes so the areas of responsibility may be subject to change, and the job description reviewed. Such changes would in the first instance be made in consultation with the post holder.

## MND Scotland Benefits, Rewards and Employee Recognition

The information below provides a brief statement of the benefits, rewards, and employee recognition schemes available. Please check your contract of employment, company policies and individual rules for eligibility and terms and conditions.

MND Scotland reserves the right to withdraw, amend the scheme and change providers as appropriate.

Employee Support and Wellbeing	Pension Scheme	Eligible employees are automatically enrolled in MND Scotland's Group Stakeholder Pension Plan operated by TPT Pensions within one full month from their start date. Currently MND Scotland contributes 7.5% of gross basic salary and employees are required to make a minimum gross contribution of 3% of gross basic salary.
	Life Insurance	3 x base salary cover. This is a day one right for all staff.
	Annual Leave Entitlement	31 days leave per year, plus one additional day awarded for each year of service up to a maximum of 5 days.
	Employee Assistance Programme	(Counselling and Psychotherapy) Training, Coaching, Mentoring and Supervision. Mindfulness Workplace Meditation.
	Able Futures	A self-referral service which offers employees the opportunity to access mental health specialists that can help you cope with any difficulties that are affecting your focus and time at work.
	Enhanced Company Maternity Pay	Eligible employees (one year's continuous service)
	Enhanced association sick pay	Company paid sickness absence in accordance with the sickness absence policy and contract of employment after probationary period completed. (6 months)
	Enhanced Jury Service	Full salary paid during Jury service minus deduction for expenses received from the court.
	Flexibly Working Environment.	

Employee voice and opportunities	Staff Survey	Have your say in the anonymous employee engagement survey.
	Staff Training	Opportunities to gain skills and receive formal training, participate in working groups (such as CRM, Staff Engagement) and undertake CPD.

Organisational Commitments	Disability Confident Committed Employer.
	Accredited Real Living Wage Employer.
	Menopause Friendly Employer.
	Equal Opportunities Employer.
	Supporter and Provider of Sanitary Products.
	Our Pledge to Mental Health.
	On site Mental Health First Aider
	Our commitment to continually review our benefits and wellbeing initiatives.



Rachel Maitland  
CEO

Jonathan Mitchell  
Head of Fundraising

Eleanor Marshall  
Head of Communications & Marketing

Sharon Gillies  
Director of Operations

Jane Haley  
Director of Research

Susan Webster  
Head of Policy and Campaigns

Angela Harris  
Director of Support Development

Gillian McManus  
Community & Events Fundraising Lead

Martin McLinden  
Fundraising Support Assistant

**Vacant**  
Partnerships & Philanthropy Lead

**Vacant**  
Trust and Foundations Fundraiser

**Vacant**  
Communications Coordinator

Karen McGuire  
People & Culture Lead

Flora Gray  
Finance Lead

Maureen Moffat  
Administration Lead

Paul Jensen  
Research Lead

**Vacant**  
Policy Lead

Catriona Griffin  
Practical Lead

Nicola Povey  
Financial Support Lead

Suzie Sturrock  
Wellbeing Lead

Lynsey McPhail  
Support Coordinator

Louise Earley  
Community & Events Fundraiser

Erin Steel  
Community & Events Fundraiser

Fiona Gibson  
Community & Events Fundraiser

Christine Clark (Mat cover)  
Community & Events Fundraiser

Chris Banks  
Digital Content Coordinator

Roisin O'Donovan  
Volunteer Coordinator

Alison Gardiner  
Finance Officer

Marianne Owen  
Finance Support Assistant

Mara Morrish  
Office support Assistant

Colette McDiarmid  
Policy Officer

Carla Belkevitz  
Advocacy Worker

Tommy Dey  
Advocacy Worker

**Vacant**  
Advocacy Worker

**Vacant**  
Welfare Rights Advisor

Kat Foster  
Welfare Rights Advisor

Rosie Caulfield  
Welfare Rights Advisor

**Vacant**  
Support Assistant