



Apex Scotland

Income Generation and Partnerships Manager

- Salary:** £45,000
- Hours:** Full Time, 35 hours per week
- Location:** Our HQ is based in Edinburgh, all employees work a hybrid model with time in the office and home working. The postholder will be expected to travel throughout Scotland as part of this role.
- Reporting to:** Director of Fundraising, Marketing and Communications
- Benefits:** Private stakeholder pension: 9% employer contribution & 3% (minimum) employee contribution
- Death in service benefit: 2 times salary.
- Holidays: 25 days (increasing to 30 after 5 years continuous service) + 14 public holidays
- Perkbox which provides an Employee Assistance Programme together with access to a range of discount opportunities and offers

Who we are

Apex Scotland helps people with experience of the justice system in Scotland move towards a new life through support, training and hope. Since we started, thousands of people have benefited from our caring, individual and hopeful approach, and with your help, we can be there for so many more. This is an exciting time to be joining Apex Scotland following a period of transformational change as we embark on our new three-year strategic priorities framework and launch on our new visual identity and brand.

The Opportunity

The newly created post of Income Generation and Partnerships Manager will be responsible for working directly with our services to manage and deliver contracts, streamline income and secure grants from charitable trusts and foundations to create financial sustainability for Apex Scotland.

This role requires excellent research, writing and relationship-building skills to drive income growth from this critical funding source. The role supports the organisation's purpose to make a significant impact on the lives of people who have experience of the justice system or at risk of entering it. This will be done through maximizing income generation to deliver brilliant services that are aligned to our strategic ambitions and that create a positive impact on our ability to deliver for the long term.

Key Priorities:

The overriding key priorities of the role are to create processes and systems in which to operate our grant and funding structure and secure income from trust funding for our Apex Scotland Foundation Programme. Relationship building both internally and externally are central to the success of the role.

Duties and Responsibilities:

- Identify and evaluate existing and potential projects/services within the charity by collaborating with colleagues and using project criteria to ensure timely and strategic alignment with funding opportunities, thereby maximising financial support and impact
- Creating a new fundraising strategy, leading on activities that engage a diverse range of donors and partners to build and maintain a strong pipeline, reducing our reliance on grant funding
- Working with the Operational Managers, take the lead on writing and submitting funding applications in line with Apex Scotland strategy
- Lead on procurement, tendering, and managing contracts in line with external requirements
- Manage contracts, ensuring reports are done on a timely basis and any financial or risk management is identified and reported to the leadership team
- Grow income from trusts, foundations, grants and contract income
- Strategic leadership of income generation and partnership development
- Research and write grant applications, liaising with services and finance teams on proposals and budgets
- Develop tailored reports and updates to funders or partners
- Build and maintain strong relationships with funders and identify opportunities for ongoing collaboration and support
- Work with the Director of Fundraising, Marketing and Communications to grow income from corporate partnerships, being proactive in identifying and reaching out to create income generating opportunities including in-kind support
- Ensure all partnerships align with charity's mission and values and lead to a meaningful and productive relationship
- Monitor and report on income generating performance, ensuring goals are met or exceeded
- Ensure all fundraising activities comply with relevant legislation, ethical standards, and best practices
- Maintain accurate and timely records on the CRM system.

Who you will be working with

- The Leadership Team
- Finance Manager and Operational Managers
- Charity partners, local authorities and Scottish Government representatives
- Trust and foundation key personnel

The above accountabilities and responsibilities are not exhaustive, and the Jobholder may be required to undertake additional duties that are consistent with the level and grading of the role.

Preferred Candidate Profile

You will be able to build productive and respectful working relationships with the Leadership and Service Delivery teams, to drive forward income generation. You will also be able to build a collaborative network with your peers across the charities, local authorities and other partnership organisations, using this to build your knowledge and understanding of their current challenges, informing your work.

You will use your extensive external network to keep up to date with trends, innovations, and best practices in the fundraising, private and non-profit sectors.

The preferred candidate will be comfortable and confident engaging with employees and stakeholders at all levels within the charity. You will be able to adapt your engaging style and communication tools successfully for different internal and external audiences, whether that is formal management reports or facilitating conversation. Use the insight you gain to build your knowledge and understanding of their current challenges to inform your work.

Skills and Experience:

- Experience and track record of generating income and developing sustainable pipelines of revenue across diverse streams.
- A track record of partnership development and stakeholder management at a senior level
- Managing procurement, tendering, and managing contracts in line with external requirements, and agreed policy standards and procedures
- Excellent interpersonal and relationship-building skills, both internally and externally
- High level of written and communication skills
- Confident at presenting in person
- Proficiency in using CRM systems
- High level of organisation and attention to detail

- Ability to negotiate with stakeholders and partners
- Ability to work independently and as part of a team
- The role holder will have deep curiosity into the issues affecting our charities' work, and the ability to see opportunities for collaborative working to develop and improve the charity's activities
- Membership of Chartered Institute of Fundraising

Desirable:

- Understanding of, and empathy with, the aims and objectives of Apex Scotland

Personal Attributes:

- Highly self-motivated with an effective leadership style and a self-managing "can do" attitude
- Self-directed, results-driven and able to multi-task
- Solutions oriented with strong influencing skills
- Strong collaborative spirit
- High levels of personal and professional integrity
- Strong attention to detail and quality
- A commitment to diversity and inclusion
- Willingness to challenge stereotyping, prejudice, discrimination and bias
- Resilience and adaptability
- Commands respect whilst observing others' dignity
- Working in accordance with our values.

Job Evaluation

Level of Demand	Factor Level		Factor Level
Communication Skills	4	Responsibility for Financial Resources	3
Dealing with Relationships	2	Responsibility for Physical Information and Resources	4
Responsibility for Employees	1	Initiative and Independence	6
Responsibility for Services to Others	4	Knowledge	4