

Fundraising Manager

Location: Livingston/Hybrid, with travel to the Polar Academy event locations

Reporting to: Managing Director, with weekly reviews from the Trustee responsible for fundraising oversight.

About The Polar Academy

The Polar Academy is a life-changing charity that transforms the lives of young people through adventure. We identify “invisible” teenagers—those who struggle with confidence and self-belief—and take them on extraordinary polar expeditions that unlock their potential.

As we continue to grow and inspire more young people, we are looking for a passionate and driven Fundraising Manager to help secure vital funding and build strong, lasting relationships with supporters.

The Role

As our Fundraising Manager, you will lead and implement our fundraising strategy, securing income that supports our annual budget and long-term growth. You will work closely with key stakeholders, including Patrons, Charitable Trusts, and corporate partners, ensuring they feel engaged and valued in supporting The Polar Academy’s mission.

If you love building relationships, thinking creatively about fundraising, and making a real impact, we’d love to hear from you!

Key Responsibilities

Fundraising & Partnerships

- Develop and manage an annual fundraising strategy aligned with The Polar Academy’s vision and goals.
- Lead on securing funding from Patrons, Charitable Trusts, and Corporate Partnerships, working closely with the Finance Trustee.
- Provide quarterly fundraising reports for Board of Trustee meetings.

Patrons

- Identify and secure new Patrons to support the charity.
- Organise and manage Patron events.
- Maintain strong relationships with existing Patrons to maximise their engagement.

Charitable Trusts

- Collaborate with the Operations Manager and fundraising volunteers to manage applications and funding bids.
- Identify new funding opportunities and prepare compelling bids for grants over £25k.

- Ensure reporting requirements for secured funding are met.

Corporate Partnerships

- Develop and implement a strategic partnerships plan to attract and onboard new partners.
- Strengthen relationships with existing partners to maximise ongoing support.
- Maintain accurate records and insights in Salesforce.

Marketing & Communications

- Develop and deliver an annual marketing strategy to support fundraising and awareness.
- Work with our digital volunteer to ensure strong online presence across:
 - Website
 - Social media
 - Newsletters
 - PR & media
 - Events
 - Marketing materials (brochures, reports, etc.)
- Provide quarterly marketing updates to the Board of Trustees and partners.

What We're Looking For

Essential Experience & Skills

- At least 2 years' experience in a similar fundraising role with a strong track record in securing income.
- Proven ability to generate new business and build long-term funding relationships.
- Experience working in a target-driven environment and managing fundraising budgets.
- Excellent networking skills, with the ability to engage with individuals and organisations at all levels.
- Strong written and verbal communication skills, including the ability to write engaging fundraising proposals.
- Highly organised, with the ability to manage multiple projects and meet deadlines.
- Confident, personable, and able to deliver compelling presentations.

Knowledge & Additional Skills

- Awareness of current trends and innovations in fundraising.
- Experience in partnership working and stakeholder engagement.
- Strong negotiation skills with a talent for building long-term relationships.

Personal Attributes

- Flexible and adaptable, with a positive approach to work.
- Willing and able to travel across Scotland for meetings and events.
- Confident with public speaking and delivering presentations.

Desirable

- Professional qualification in fundraising or marketing.
- Understanding of child protection and trauma.
- Experience working with or supporting volunteers.
- Strong ICT skills, including MS Office and CRM systems (Salesforce preferred).

Why Join Us?

This is a fantastic opportunity to be part of an organisation that genuinely changes lives. As our Fundraising Manager, you'll play a key role in shaping the future of The Polar Academy—helping us reach more young people and make an even greater impact.

If you're ready for an exciting challenge and want to be part of something truly special, we'd love to hear from you! To apply, please send your CV and a cover letter outlining your experience and motivation for the role.

We are seeking a fundraiser to maximise success in the role with a competitive salary of up to £45,000 per annum (depending on experience). As the charity expands, there is potential for this role to evolve, offering the opportunity to shape how we fund our work long term and build a team that supports The Polar Academy's continued success.

Please send the applications to hugo.tang@tiso.co.uk