

Job Title: Fundraising & Business Development Lead

Location: Aberdeen City, hybrid working

Salary: £41,000 – £44,000 FTE per year per annum (depending on experience)

Job Description**Role Overview:**

With the growing need to diversify our funding and finance to prevent over reliance on our core funder, we need an accomplished fundraiser & business development lead with experience in implementing and delivering on successful fundraising and financing strategies, spotting business and partnership opportunities, to help us meet our ambitious fundraising targets and ensure the continued delivery of our programmes.

This role will play a pivotal role in supporting the operation, development and financial security of the charity. The Fundraising & Business Development Lead will be responsible for securing funding, fostering strategic partnerships, driving business development initiatives, and working with the senior management team to provide strategic support to the organisation and board with planning and managing resources.

The role holder will work alongside our CEO to develop and manage strategic partnerships with external organisations, identifying and pursuing key business and funding opportunities to diversify our income streams. As part of a dynamic, values-driven network and organisation, focused on tackling climate change in North East Scotland, this is an excellent opportunity for someone with proven fundraising and business development experience and the right skillset and characteristics to develop and strengthen strategic relationships and find and secure diversified funding for NESCAN Hub.

A collaborative approach is crucial, with a strong focus in this role on creating and maintaining effective working relationships with staff, executive colleagues, trustees, and external partners.

Key Responsibilities:**1. Fundraising:**

- Develop and implement strategies to diversify revenue streams, secure funding, and enhance NESCAN Hub's reach and impact

- Research and identify viable funding opportunities in line with sector trends and organisation fit
- Develop and implement a strategic fundraising outreach plan to build a strong pipeline of potential donors and partners
- Draft and submit funding applications, in collaboration with relevant project lead, to secure significant funding from government, trusts, foundations and corporate that aligns to our aims and values
- Develop and gain sponsorship offerings and corporate funding opportunities, in line with our ethical framework

2. Business Development:

- Keep abreast of applicable policy changes and feedback relevant aspects and potential opportunities to Senior Management Team
- Work alongside CEO to identify key collaboration opportunities, developing and strengthening strategic partnerships with external organisations to advance NESCAN Hub's mission and objectives
- Research, analyse, and pursue new enterprise opportunities and create leads to support NESCAN Hub's growth and sustainability
- Prompt and oversee the commercialisation of appropriate services to diversify income stream

3. Stakeholder Engagement:

- Engage with stakeholders, including communities, community organisations, Third Sector Interfaces, local authorities, regional partnerships, and Scottish Government
- Represent NESCAN Hub at meetings, events, and conferences to network, raise awareness, and foster collaboration and potential partnerships with external stakeholders

4. Management & Oversight:

- As a member of the Senior Management Team, you will be expected to oversee associated areas of work and staff relevant to your role

5. Reporting, Communication and Accountability:

- Ensure accountability to existing funders, CEO, the Board and stakeholders by tracking and reporting on progress towards objectives and outcomes
- Work collaboratively with PR & Comms team to create compelling fundraising materials and engaging online content to show impact, build our reputation and support gaining finance/ funding

Person Specification

Skills and Experience:

- **Qualifications & Knowledge:**

- Excellent fundraiser with a demonstrable track record of 3+ years' experience successfully raising substantial and core funding for charities or non-profits and managing relationships with funders
- Strong background in managing grants admin
- Recognised qualification in relevant field i.e. qualification from Chartered Institute of Fundraising, suitable degree etc.
- Knowledge and understanding of confidentiality and the rules around General Data Protection Regulation (GDPR), and how these apply in the context of fundraising
- Excellent IT skills, especially Office 365 tools, including Word, Excel, PowerPoint, and Outlook and use of CRM and project management systems
- Good understanding of climate change and its impacts, alongside knowledge of sustainability and environmental initiatives

Key Skills & Attributes:

- Ability to influence others through excellent communication skills, both written and verbal, and engage with a range of stakeholders
- Strong interpersonal skills, with the ability to build positive relationships both internally and externally
- Demonstrated creative thinking in finding suitable funding sources

- Highly organised, with good proven project management skills, able to manage multiple tasks and priorities
- Exceptional time management skills, a professional attitude and meticulous attention to detail
- Great analytical skills, with experience of researching and identifying new funding sources for various projects
- Proactive, solution focused & self-motivated able to take initiative, with the drive and enthusiasm to carry out projects to conclusion
- Capability to work effectively under pressure, managing multiple priorities, to meet tight deadlines and financial targets, in an agile fast-paced work environment
- Demonstrates a commitment to the charity's values and mission, showing empathy and understanding in interactions.

Additional Information:

- **Working Hours:** Full-time (37.5 hours per week), with a minimum of 1-2 'in office' days per week.
- **Benefits:** 5% Pension contributions, 35 days annual leave, professional development opportunities, employee assistance programme, flexible working arrangements.
- **Reports to:** CEO
- **Interview Date(s):** We are looking to interview on 26th or 28th May 2025