


**THINK
Recruitment**

 Sight
Scotland

 Sight Scotland
Veterans

Candidate Pack: Fundraising Manager - Trusts

Location: Hybrid, with 1-2 days in Edinburgh Head Office (EH11 1PZ)

Salary: £39,501 - £43,696 per annum

Hours: Full time – 35 hours per week

Closing date: Midnight Monday 8th June 2026



Welcome from Karen Hodgins, Head of Fundraising and Audience Development at Sight Scotland

Thanks for your interest in this role and working for Sight Scotland.

Sight Scotland is Scotland's leading charity providing specialist care, education and research for people with vision impairment. We have been in existence for over 230 years, and offer a variety of services in the community as well as education, transcription into alternative formats and residential care for adults and children.

Our sister charity, Sight Scotland Veterans, provides support to veterans with visual impairment, the majority of whom have age related sight loss conditions such as glaucoma. We see possibilities, not barriers, and by providing the right support we can help people achieve amazing things.

We know there are more people in Scotland who could benefit from our support. To increase our reach and engagement we need to raise more money than we have done historically. To do this we need the right people in the right roles. We have a lot of ambition and just need the right people to join us who can help us realise that ambition.

The Cause and Engagement Team is moving into the second year of our new strategy. Our team was re-designed in November 2024, following a review conducted by THINK in October 2023. I joined in February 2025, alongside a newly formed Fundraising and Audience Development Team. Together we've been getting to the know the organisation and building its fundraising capability.

Shortly after that initial recruitment campaign completed, we launched our new organisational strategy. Alongside our values of transform, unite and thrive, our new team structure, expertise, strategy and focus will set us on the path to deliver incredible success over the next few years. We are now at an exciting point where we have embedded the new structure, a year on we can see where we need additional growth and capacity to support Sight Scotland to achieve our mission. This role is critical to us reaching our long term financial and strategic ambitions.

Sight loss can be a scary place to be. It can make us feel vulnerable and isolated. But it needn't be like that. With the right support, life can be very different. Which is where we come in.

Thank you for your interest, I hope you apply!

Karen



Background on Sight Scotland and the Cause and Engagement Team

The impact of vision loss is huge. Too often, it leads to people lacking or losing confidence and independence. People with vision loss are at higher risk of unemployment, isolation, mental health problems, and financial challenges. It can have an enormous emotional toll. But with the right support, people with vision loss can gain the skills to remain independent and active in their communities – to thrive.

That’s why Sight Scotland and Sight Scotland Veterans are here.

For over 230 years, Sight Scotland has been supporting people impacted by vision loss. They believe they play an important role in continually shifting the conversation around sight loss, and contributing to achieving a fair, equitable society. Over the years, they’ve seen a positive shift in expectations, with individuals and communities increasingly empowered to live lives the way they choose, free of discrimination.

And they’ve had to transform too, so that their services reflect the times we live in and meet the changing needs of the people they support. They’re now looking at how they continue to evolve so that they can achieve their charitable purpose of reaching everyone in Scotland with sight loss, currently more than 180,000 people – where and when they need support.

It’s an exciting time to join the charity as they continue to change, grow and develop to ensure that they remain relevant and innovative – and, most importantly, provide support which responds to the needs of people with vision loss today. You could play a key role in making that happen.

The Cause and Engagement Directorate is responsible for profile, brand and relationships to generate income, communicate effectively and strategically with internal and external audiences as well as influencing society to improve the lives of people living with sight loss across Scotland. They place a great emphasis on digital innovations to drive fundraising and campaigning as well as putting lived experience at the heart of their policy and influencing work.



Sight Scotland's mission and values

Vision:

An inclusive Scotland where people of all visual abilities have the opportunity to thrive.

Mission:

Support, campaign and research for people affected by visual impairment.

Values

Our values reflect what Sight Scotland does, how we do it and why we do it.

These statements explain what each value means to us, in what we do as an organisation, and how we act as colleagues:

Thrive

- Be Curious: we care about those we work with and want them to flourish by being engaged and interested in purposeful learning
- Reflect to Grow: we thrive by taking the time to listen, understand, consider our approach and share knowledge

Unite

- Support and encourage: we maximise our impact by embracing accountability and supporting and coaching each other with encouragement and kindness
- Celebrate success: we recognise and celebrate our achievements in the vital work we do, and the collaboration with our partners and the communities we support

Transform

- Test, learn and adapt: we transform outcomes for people with visual impairment through collaboratively adapting our approaches and using our expertise to meet their needs.
- Challenge positively: we embrace change and constantly look for ways to improve through open, honest and respectful interactions.



Background on the Fundraising Manager – Trusts role

The Fundraising Manager – Trusts is responsible for securing grants from charitable trusts and foundations. 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 living with visual impairment in Scotland by maximising fundraising income to deliver brilliant services and create a positive impact on their ability to deliver for the long term.



There is huge scope to develop trust fundraising at Sight Scotland. The charity has ambitious plans to grow its voluntary income, with trust income targeted to more than double over the next five years. The previous post holder has established a pipeline of restricted and unrestricted trust income and worked with service colleagues to identify potential opportunities, including our Family Wellbeing Service and Sight Loss Councils.

The charity launched its three-year strategy last year and as part of this there is a greater focus on raising voluntary income to fund service development. Work has started to develop a framework for identifying funding opportunities, both within and outside of the planning cycle. Whilst this can be challenging, there is the opportunity to work with the Head of Fundraising & Audience Development to help to shape this.



Alongside this role, Sight Scotland are recruiting for a Fundraiser – Trusts that this post holder will line manage. This fundraiser level role is new to Sight Scotland and demonstrates a continued investment in the fundraising capacity.

The Fundraiser will look after the small trusts portfolio, conduct research on pipeline prospects, liaise with colleagues across Sight Scotland and Sight Scotland Veterans to ensure reporting and impact measuring is regular and accurate, undertake admin duties such as database upkeep, and support the Fundraising Manager with freeing up capacity to take on strategic and high value bids.

This role could be for you if you:

- Love developing engaging and compelling funding propositions
- Enjoy working with other teams and departments such as Finance and Service Delivery
- Can work independently, seeking collaboration when required
- Can effectively project manage a complex pipeline of funders, confident with multi-tasking and prioritising
- Enjoy relationship building and stewardship - especially maintaining long term relationships
- Aren't afraid to discuss targets, and monitor and report on financial achievements

This role would suit someone who has demonstrable experience of working with significant trust and grant funders, creating compelling case for support applications and delivering income. Perhaps you are at senior fundraiser level already, but may be looking to take on more income stream responsibility and / or take on the remit of a specialist manager.

What are the opportunities and challenges for the post holder?

Sight Scotland is in a really exciting place, with investment into Fundraising and a clear direction.

There's a lot of potential to develop the trusts portfolio, with many avenues of funding as yet untapped. A key area for this post holder to develop is funding potential specifically for Sight Scotland Veterans, the sister charity. This charity hasn't explored trust, grant and foundation funding as yet but there will undoubtedly be many funders who can be approached.

Alongside this recruitment the organisation is investing in a new Trusts Fundraiser role that this post will line manage. This brings the opportunity to people manage, and to use that increased capacity to deliver more for people with sight loss across Scotland.



The ideal candidate will:

- Be an ambassador for Sight Scotland's in the way you work.
- Be audience-focused, seeking continuous improvement in processes while keeping the impact on audience and donor experience front of mind.

- Build productive and respectful working relationships with your Cause and Engagement Directorate colleagues, bringing healthy challenge and a positive learning approach to delivering for the charities.
- Develop a collaborative network with your colleagues across the charities, using this to build your knowledge and understanding of their current challenges.
- Keep up to date with trends, innovations, and best practices in the fundraising and non-profit sectors.
- Be comfortable and confident engaging with colleagues and volunteers at all levels within the charities.



Job Description: Fundraising Manager - Trusts

Key Responsibilities

Increasing support for Sight Scotland:

- Grow income from trusts, foundations and grants
- Identify and evaluate potential projects within the charity for trust funding by collaborating with colleagues and using project criteria to ensure timely and strategic alignment with funding opportunities, thereby maximising financial support and impact
- Research and write grant applications, liaising with services and Finance teams on proposals and budgets

Stewardship:

- Build and maintain strong relationships with trusts and foundations. Identify and think creatively about opportunities for ongoing collaboration and support.

Communication and collaboration:

- Develop tailored and engaging reports and updates to funders
- Through the well communicated success of trust applications, inspire and encourage employees and volunteers to actively participate in and support fundraising initiatives through collaborative involvement, enhancing overall engagement and contribution
- Ensure that all content and communications related to area of work is current, engaging and relevant to audiences

Organisational responsibilities:

- Monitor and report on fundraising performance, ensuring goals are met or exceeded
- Horizon scan and innovate to ensure we are maximising on all viable opportunities across trusts and foundations giving
- Maintain accurate records, maximise use of CRM systems and automation
- Ensure all fundraising activities comply with relevant legislation, ethical standards, and best practice.

People management:

- Lead by example, modelling organisational values and fostering a positive, learning-focused culture
- Contribute to a supportive team culture that promotes inclusion, professionalism, and quality outcomes for donors
- Engage in continuous professional development through coaching, feedback, and shared learning
- Set clear expectations and manage delivery for the Fundraiser - Trusts, ensuring work is completed accurately and on time
- Provide regular supervision, feedback, and guidance to support performance and development
- Support the development of skills and knowledge relevant to fundraising operations, including systems, processes, and data management

Person Specification: Fundraising Manager - Trusts

Person Specification

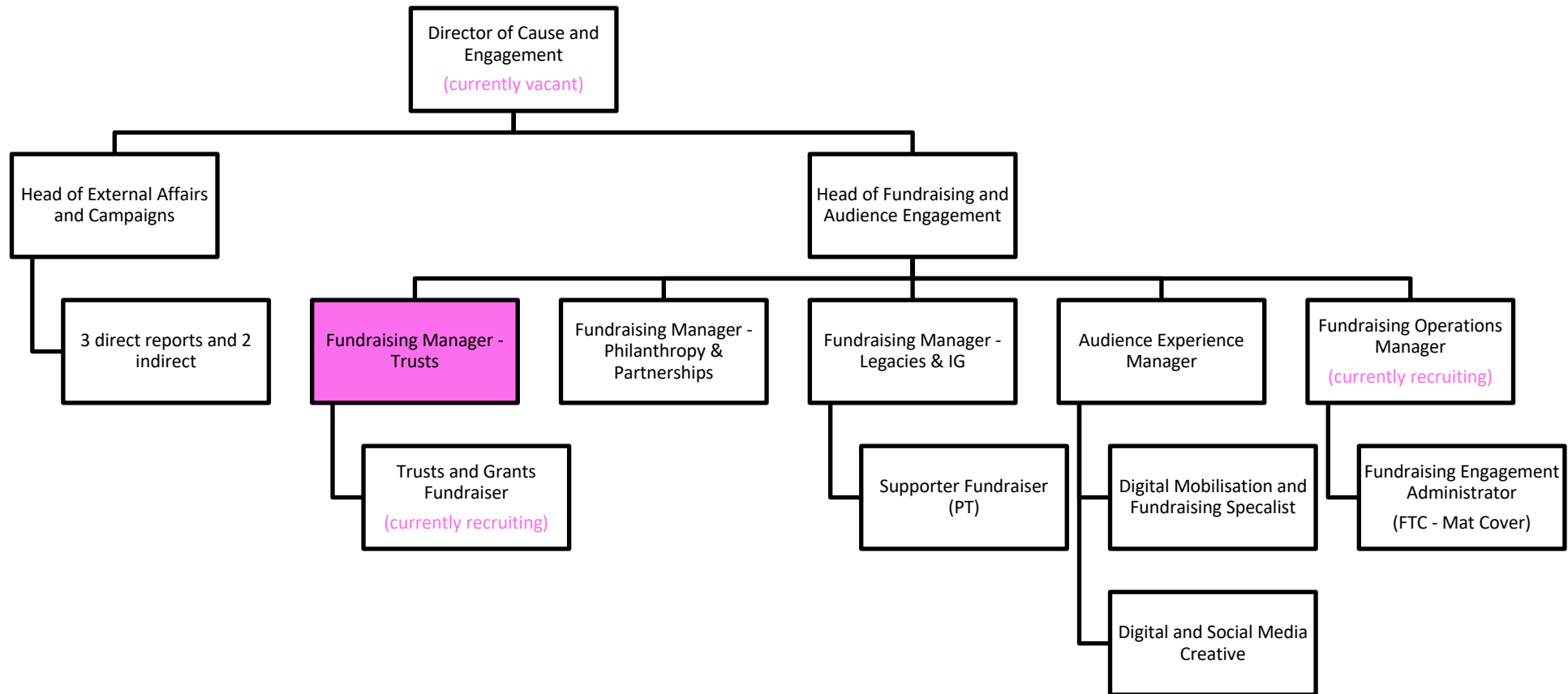
Essential

- Proven track record of securing grants from charitable trusts and foundations
- Ability to manage multiple tasks, timelines and deliverables across the funder pipeline
- Demonstrable financial literacy and numerical accuracy
- Experience of developing and managing effective relationships across a range of audiences including internal stakeholders and funders
- Demonstrable ability to create compelling and grammatically accurate copy through effective writing, editing and storytelling skills
- Confidence in presenting in person, and representing the team professionally and appropriately with internal and external stakeholders and funders
- Ability to work independently while managing tasks and maintaining collaboration with colleagues
- Experience of using Customer Relationship Management (CRM) systems to manage a pipeline, funder records and to monitor and report on income

Desirable

- People management experience
- Specific experience in using Raisers Edge NXT or other Blackbaud based CRMs
- Knowledge of trust funders relevant to health/disability and/or military funders across UK and Scottish sector
- Membership of Chartered Institute of Fundraising
- Understanding of, and empathy with, the aims and objectives of Sight Scotland and Sight Scotland Veterans

The Cause and Engagement Team



Benefits & life at Sight Scotland

Salary	<p>Salary band is circa £39,501 - £43,696 per annum, full time 35 hours per week</p> <p>Candidates will be appointed along the scale based on level of experience and performance at interview.</p>
Location and travel	<p>This post requires hybrid working from Sight Scotland's office in Edinburgh. The standard hybrid arrangement is 1-2 days working from the office per week.</p> <p>The ability to also meet funders at other locations is also required.</p>
Annual leave	37 day's paid holiday per year (inclusive of bank holidays).
Flexible working	<p>The charity has a variety of flexible working options available, including compressed hours.</p> <p>As with all of the Fundraising team, this role is contractually based in our Edinburgh office, but flexible working requests are considered. Employees may be required to work in other Sight Scotland locations on occasion and attend external meetings/events.</p>
Pension	Contributory pension scheme through Royal London. Your contributions start at 3% of your salary, while employer contributions start at 6%. You can increase contributions, and they'll double it up to a maximum employer contribution of 12%.
Family friendly policies	<p>Two days paid dependants leave, and two days carers leave per year.</p> <p>Maternity leave: first 6 weeks are payable at 90% of average weekly earnings, the next 12 weeks are paid at ½ normal basic rate of pay plus the standard SMP rate providing this does not exceed an employee's full pay. Statutory Maternity Pay provided during the final 21-week period.</p>
Enhanced sick pay	Sick pay is provided from day one of employment, ranging from 5 weeks full/5 weeks half pay for 6-12m service, to 26 weeks full/26 weeks half pay for those with over 5 year's service.
Other	<ul style="list-style-type: none"> • Free confidential employee assistance programme • Benefits hub • Discounts for carers • Cycle to Work scheme • Option to join the SCVO Credit Union • Paid time off for medical and dental appointments

If you have questions about the benefit package, or if there are policies you would value seeing before continuing in the selection process, please do reach out via recruitment@thinkcs.org and we will be happy to find out the information you need.

Equality, Diversity and Inclusion

Sight Scotland and Sight Scotland Veterans are committed to the pursuit of inclusion and diversity in their workplaces. They want to create a working environment that is representative of and responsive to different cultures and groups, and where everyone has an equal chance to succeed.

Sight Scotland and Sight Scotland Veterans promote the inclusion and empowerment of people with visual impairment, and as such regard inclusion, diversity and equality in all its respects as something that should be inherent in their service delivery, their staffing and their management and governance.

Throughout all their activities they aim to:

Eliminate unlawful discrimination, harassment and victimisation and other prohibited practices.

Advance equality of opportunity between people who share a relevant protected characteristic and those who do not.

Foster good relations between people who share a protected characteristic and those who do not.

Sight Scotland is also proud to be a Disability Confident Employer. Disability Confident Employers are recognised as going the extra mile to make sure disabled people get a fair chance. They are committed to taking actions that will make a difference for disabled people. This includes things like:

- Making recruitment inclusive and accessible.
- Communicating vacancies.
- Offering an interview to disabled people.
- Providing reasonable adjustments which support disabled people in work.
- Supporting their existing employees.

If you have questions relating to Sight Scotland's EDI commitment, or would value seeing specific policies, please get in touch with recruitment@thinkcs.org and we can support.



How to apply

To express interest in this role, and to arrange an initial conversation with THINK Recruiting please email recruitment@thinkcs.org with a copy of your CV and contact information.

Our Recruitment Manager will have an informal screening conversation with all applicants prior to shortlisting. Rather than requesting candidates submit a supporting statement or cover letter, we will provide interested candidates with screening questions to answer which alongside your CV will form your application.

Please ensure you allow enough time to have a call prior to the closing date, as we cannot put candidates through to shortlist who have not been screened.

Screening calls with THINK Recruitment	Monday 18 th May – Monday 8 th June 2026
Closing date	Midnight Monday 8 th June 2026
Invites to interview out to candidates	By midday Friday 12 th June 2026
Interviews	Wednesday 17 th June 2026
Decision by	EOD Monday 22 nd June 2026

Interviews will be held in person at Sight Scotland head office in Edinburgh. There will be an interview task, details of which will be shared in the invite to interview. Every effort will be made to keep the process to one stage.

if there are any reasonable adjustments THINK Recruiting can make to ensure ease of participation in the selection process, please do get in touch. All discussions are confidential.



Thank you for your interest, please do get in touch if you have any questions.

Jo McGuinness
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THINK Recruitment

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