



JOB DESCRIPTION & PERSON SPECIFICATION

POST: Partnerships Fundraiser

LOCATION: Perth / Aberdeen Airport / Hybrid

RESPONSIBLE TO: Partnerships Manager

LINE MANAGEMENT: None

ROLE PURPOSE

To support the delivery of the Partnerships Strategy by working with the Partnerships Manager to develop and steward a portfolio of transformational corporate partners, to generate sustainable income and long-term value for the charity. To build positive and mutually beneficial relationships with partners and prospects, ensuring all interactions align with the charity's mission, vision and strategic objectives. To work closely with the Partnerships Manager, to contribute to excellent partnership experiences, ensuring supporters are effectively engaged, well-stewarded and able to see the meaningful impact of their support.

KEY RESPONSIBILITIES

- Support the development and implementation of SCAA's Partnership Strategy, in line with the overarching Fundraising Strategy and organisational goals.
- Support on the development and delivery, where appropriate, of partnership proposals and pitches to ensure potential partners can clearly see the value, impact and benefit of working with our charity.
- Lead on the effective stewardship and development of partner relationships, including the development and implementation of engagement plans and KPIs, to maximise retention and deliver a consistently positive partner experience.
- Support the Partnerships Manager in managing key accounts to ensure consistent, high-quality relationship management.
- Act as the first point of contact for new partnership enquiries to ensure timely responses, working with the Partnerships Manager and other stakeholders where necessary to allocate the most appropriate lead and communications approach.
- Work with the Partnerships Manager and other key stakeholders to develop and embed effective processes, systems and procedures for the Partnerships Team to

support consistent, high-quality partnership delivery, strong governance and scalable growth.

- Monitor, review and adapt stewardship and engagement plans to optimise performance and strengthen relationships.
- Develop and maintain high-quality stewardship materials to establish a collection of compelling and consistent partner communications to be used across the portfolio.
- Support the Partnerships Manager in the development of scalable partner communications programmes, including an annual calendar of regular stewardship communications marketing opportunities, to enable consistent stewardship for business supporters across the charity.
- Work collaboratively with other teams to deliver exceptional donor experiences and develop compelling offers to increase partners' engagement and support.
- Work collaboratively with the Marketing and Communications Team to ensure partnerships are promoted effectively, in line with stewardship plans.
- Ensure all partnership activity complies with GDPR, internal policies and follow good practice as outlined by the Chartered Institute of Fundraising, to protect our charity's integrity and reputation.
- Lead on maintaining accurate records of all partnerships – including key contacts, communications, preferences, and donations – to facilitate effective stewardship, ensure accuracy and for compliance and reporting purposes.
- Report on a regular basis on the financial development of relationships, including the pipeline for repeat giving, upgrade of gift and diversification of support.
- Ensure timely and accurate donation administration is undertaken to the required timeline every week.
- Update and monitor KPI reports where appropriate.
- Support the Partnerships Manager in budget development and reporting, to ensure income and expenditure are well controlled and aligned with agreed targets.

GENERAL RESPONSIBILITIES

- Maintain and improve competencies through continuous professional development.
- Work collaboratively with staff across SCAA and with external stakeholders.
- Work effectively and efficiently on areas of administration, communication, health and safety protocols and policies to ensure that organisational systems and procedures are implemented.
- Abide by organisational policies, codes of conduct and practice as described in the Staff Handbook.
- Always operate in a professional way, dealing with issues in the most appropriate way, in keeping with your role as a key member of the Management team of a nationally recognised Scottish charity.
- Treat with confidentiality any personal, private or sensitive information about individual organisations and or schemes or staff etc.

- Carry out other associated duties as may arise, develop or be assigned in line with the broad remit of the post
- Be prepared to travel throughout Scotland, and occasionally beyond to meet the needs of the business.

Any additional duties will normally be to cover unforeseen circumstances or changes in work and will usually be compatible with the regular type of work. If an additional task or responsibility becomes a regular or frequent part of the job, it will be included in the job description in consultation with the post holder.

AREA	ESSENTIAL	DESIRABLE
Experience & Knowledge	• Experience working in a similar role managing partnerships between businesses and/or charities either within the commercial or charity sector. • Experience developing donor-focussed communications. • Experience of working with relevant CRM databases and a commitment to capturing donor relationship details through the use of these systems. • Knowledge of appropriate fundraising regulations.	• Experience working in the charity or not for profit sector.
Skills & Competencies	• Excellent interpersonal skills to establish meaningful connections with our partners. • Research skills to support the recruitment of new partners. • Ability to build successful relationships with a range of stakeholders including donors, volunteers, ambassadors, board members and other senior stakeholders. • Excellent written and verbal communication skills • Ability to demonstrate a commitment to delivering excellence and continuous improvement. • Keen attention to detail and ability to complete tasks including all administration around tasks and archiving key materials for learning and	

	review. • Ability to conduct thorough reviews of projects against KPIs. • Ability to work within a team, adopting a collaborative approach to working with colleagues, whilst also able to work independently, being proactive and self-sufficient. • Proficient IT skills, including the use of the Microsoft Office suite.	
Other	• Commitment to the mission, values, and ethics of the charity sector. • Flexible, proactive, and solution focused mindset. • Reliable, professional, and approachable. • This role requires regular travel to partner locations within Scotland. Therefore, the ability and willingness to travel independently is required.	