

FUNDRAISING EXECUTIVE

Salary: £23,618 - £27,916 (Dependent on experience)

Contract: permanent, 37.5 hours

Location: Hackthorpe near Penrith, or Glasgow (home based working will be considered)

The Outward Bound Trust

The Outward Bound Trust is an educational charity that helps young people defy their limitations through learning and adventure in the wild.

Our fundraising team raises over £4.5m a year. This provides bursary support for disadvantaged young people to attend our residential courses – and for capital requirements across The Trust. The team of 15 are based at either head office in Hackthorpe, Cumbria; London or Glasgow.

Job description

In a nutshell....

As Fundraising Executive you will join our Scotland Fundraising Lead and Trusts & Foundations Fundraising Lead, tasked with raising £500k of trusts' funding. You'll also provide support for corporate and major donor fundraising in Scotland, including the organisation and execution of events.

Here's a bit more detail...

Trusts & Foundations

You'll have responsibility for your own portfolio of 40 existing trusts across the UK:

- Managing all aspects of the application process for designated trusts, statutory or lottery funds
- Stewardship of existing relationships (with support from our Impact and Evaluation team)
- Maintaining records on Outward Bound's MS CRM database system
- Travel to meet, and host visits for trustees and staff of supporting trusts and foundations
- Pro-actively researching and recruiting new trusts to support Outward Bound

Scotland

- Supporting the Scotland's Next Generation project with donor stewardship and participant administration
- Supporting the Scotland Fundraising Lead in the stewardship of corporate and major donors
- Provide support for the planning and execution of fundraising events
- To be an active member of the team offering support with other associated tasks in line with the broad remit of the post

Person specification

Skills and knowledge

You'll need:

- Experience in fundraising and working to targets
- Excellent level of literacy to produce meticulously presented copy for proposals and applications
- Good communication skills to engage with funders, project partners, young people and parents by email, letter, phone and face-to-face
- Good research skills
- Working knowledge of MS Office applications, Word, Outlook Excel and good IT skills

Behaviours and attributes

- Identify with the values of Outward Bound and appreciate the value of our work and the impact it has on young people
- High level of accuracy and attention to detail
- Excellent planning and time management skills
- Ability to manage own workload and work unsupervised and on own initiative
- Work well in a team with a willingness to accept additional responsibility and work collaboratively to exceed targets

If we offer you the job

There is a three-month probationary period from your start date.

The post holder will also be required to undertake an enhanced disclosure under the Disclosure and Barring Service.

Salary and benefits

Starting salary £23,618 – £27,916 (dependent on relevant experience)

- Annual leave of 24 days, plus bank holidays (rising by a day a year to 30 days +BH).
- Life Assurance: 3 x salary, covered from start date; includes Employee Assistance helpline.
- 8 weeks' sick pay at full salary in any 12 months.
- Long-term Disability Insurance: 2/3 salary less state incapacity benefit after 6 months' absence for up to 5 years, covered from start date.
- Personal Accident Insurance while at work or commuting.
- Cash plan healthcare (currently Medicash) on application after completion of probation.
- Pension Scheme (currently Standard Life): Auto-enrolment after three months.
- Berghaus uniform items provided. Also, opportunity to purchase Berghaus products at discount.
- Discounted course fees for family members.
- Cycle to work scheme.

How to apply

If you have any questions about the job or our recruitment process please contact Laura Firth, Trusts & Foundations Lead, laura.firth@outwardbound.org.uk or 01931 740028.

To apply for this job please send Laura an email or letter (no longer than two sides of A4) saying why you're the person for this job as well as a copy of your up to date CV by 5pm on Wednesday 27 October.

If you're shortlisted for the job, interviews will take place on Friday 5 November. Location Glasgow or Cumbria dependent on location of applicant.