

Development Manager – Trusts and Foundations







ROLE DESCRIPTION

GRADE

Grade 5 £33,309-39,739

LOCATION

Flexible with blend of office and homeworking. University base is at Sighthill Campus, Edinburgh.

LINE MANAGER

Development Manager – Major Projects

ROLE SUMMARY

The Development Manager – Trusts and Foundations will develop trust and foundation relationships in order to raise funds for key projects at Edinburgh Napier University. The postholder will steward existing grants and take over a number of new grant applications already in the pipeline, however the main focus will be on securing new grants and establishing new relationships.

This is an excellent opportunity to join Edinburgh Napier University at a key point in our development and to establish a successful Trusts and Foundations programme. The University has had successes in a number of areas to date and this role will be able to build on that in order to establish a systematic and sustainable programme.

The postholder will need to be proactive in building a portfolio and establishing a forward-looking calendar of activities to ensure Edinburgh Napier University reaches its potential with key trusts and foundations. It will be part of a small, friendly Development and Alumni Relations team, working under the wider Marketing and External Relations Directorate

The role is a great chance for candidates with some grant fundraising experience who are looking to take the next step in their career towards more senior fundraising roles.



LINE MANAGEMENT RESPONSIBILITY FOR:

This role does not currently have any line management responsibilities.

PAGE | 2 NOVEMBER 2021

MAIN DUTIES AND RESPONSIBILITIES

- To write clear and compelling fundraising proposals to charitable trusts and foundations, focusing on grant opportunities that will advance the University's core projects and mission.
- To achieve income targets in support of departmental targets as agreed with senior staff and appropriate to the fundraising portfolio.
- To build effective relationships with trustees, staff and influential supporters involved with charitable trusts and foundations, as appropriate, meeting and working directly with funders as the 'face' of Edinburgh Napier University, while also supporting senior staff, academics and partners to communicate with funders and ensure project briefs are met.
- To work directly with colleagues where required/appropriate, to develop the strongest possible case for support for major projects, for use in presentations, proposals and reports to trusts and foundations.
- Work with Finance and Research teams to prepare budgets in bids and monitor performance
- To work with the Development and Operations teams to ensure an effective stewardship programme is in place for trusts and foundation donors, including reports, letters or other documents that may at times deal with complex, contentious and sensitive situations.
- To act as a trusts and foundations specialist on behalf of Edinburgh Napier, and to network with other such specialists via CASE and other professional bodies.
- To identify a range of internal fundraising priorities that will engage the interest and charitable objectives of trusts and foundations.
- Conduct research to build a prospect pool of potential Trust and Foundation donors and plan the most effective use of time and effort to grow ENU's pool. This will involve taking a long-term planning approach to the trusts and foundations portfolio, mapping out donor development plans and developing a calendar of activity for the year ahead to meet key deadlines.
- Contribute proactively to team planning and performance monitoring, ensuring the programme is strategically focused to maximise its potential for sustainable growth.
- Work closely with colleagues across the department to ensure maximum effectiveness and exposure of Edinburgh Napier's impact.
- Role model the University's values & behaviours;
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with ALL applicable legislation, codes and policies e.g. <u>Data Protection</u>, <u>Information Security</u> and <u>Records Management</u>.

PAGE | 3 NOVEMBER 2021



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
EDUCATION / QUALIFICATIONS		
Further or higher education, or relevant work experience	~	
SKILLS / EXPERIENCE		
Experience of trusts and foundations fundraising	~	
 Great communications skills, both oral and written and the ability to present a project positively to an external audience 	✓	
 The ability to understand and communicate complex projects to a non- specialist audience 	✓	
 Strong organisational skills and the ability to work on own initiative when required 	✓	
Strong digital and IT skills	~	
 Able to prepare and present complex budget information as required by funders 	✓	
 Attention to detail and ability to work systematically on several projects concurrently 	✓	
 Experience of working with funded projects to achieve agreed outcomes on time and budget and providing regular reports back to donors 		V
 Experience of working within Higher Education in an externally facing role 		~
Knowledge of relational databases – in particular Raisers Edge		~
Ability to communicate effectively with senior academics		~

PAGE | 4 NOVEMBER 2021