



JOB DESCRIPTION

Job Title:	Fundraising Manager
Responsible To:	Chief Executive Officer
Responsible For:	No staff
Overall Purpose:	<ul style="list-style-type: none">• Implement and maintain a rolling programme of prospect identification, research and nurturing of relationships, specifically for corporate funders and foundations.• Lead on the development and submission of high-quality proposals and funding applications.• Support the CEO, Board and staff to successfully engage with funders.
Key Tasks:	<p>Fundraising</p> <ul style="list-style-type: none">• Develop and implement a fundraising strategy.• Develop and maintain a portfolio of potential corporate, foundation and high net worth supporters through regular research.• Be responsible for a prospect pipeline, ensuring information is accurate and up to date and risks to the pipeline are flagged.• Manage funding partnerships and provide excellent stewardship, using innovative ways to keep all parties engaged and informed.• Identify any risks that might be associated with potential corporate partners.• Compile fundraising proposals and applications for prospective partners, and where appropriate present proposals.• Where appropriate, represent Future Woodlands Scotland at public speaking and networking events. <p>Information management, monitoring and evaluation</p> <ul style="list-style-type: none">• Take responsibility for ensuring that full records of contacts are maintained on the organisational database, and relevant reports are produced, in line with GDPR best practice.



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	<ul style="list-style-type: none">• Ensure that Future Woodlands Scotland complies with regulations and best practice relating to fundraising.• Establish appropriate means of monitoring and evaluating activity and ensure regular and high-quality reports as required.• Work proactively with staff to keep abreast of new developments within Future Woodlands Scotland and new funding opportunities. <p>Financial</p> <ul style="list-style-type: none">• Ensure that donations are quickly and correctly processed and acknowledged and that reports are available in the appropriate format.• Liaise with the Finance & Operations Manager to ensure all budget and reporting information is accurate <p>Expectations</p> <ul style="list-style-type: none">• To travel to meetings and events throughout Scotland, which may require overnight stays.• To occasionally work unsociable hours e.g attending events, evening or weekend meetings/conferences or travel• Other duties that may from time to time, be necessary and compatible with the nature and grade of the post. <p>General</p> <ul style="list-style-type: none">• Promote a culture of safe working and ensure Health & Safety procedures are followed.• Adhere to the charity's values (below) in all aspects of your work and your relationship with colleagues, clients and others.
Key Performance Indicators:	<ul style="list-style-type: none">• Meeting income targets• Building a network of potential donors• Submitting high quality grant applications
Version:	June 2024



Our Values – the way we work

Be Curious - ask questions, be interested and continue learning; whether this is for ourselves, with others in mind or being part of a wider world view.

We're a small organisation growing in times of change. Having bold, self-motivated enquiring people is vital for our success. Arguably the two most important drivers of this are a passion for what you do and the ability to genuinely enjoy your work and embrace it as a positive aspect of your life. In the long term, the only thing that can consistently deliver both drivers are processes that make space for critical thinking, continued challenge and learning. As we learn and improve, application of shared knowledge allows us to move continuously forward – our reward is progress – and that progress gives a sense of fulfilment.

How do we bring it to life?

We encourage and allow people to unlock potential and discover new ways of working that adopt positive, creative and critical thinking. We empower ourselves and those we work with to try and implement processes, research and mechanisms of delivery for improved ways of working. We will support experiential learning, allowing room for debate and changing minds and see any 'failure' as a lesson learnt. We will seek to stay abreast of political and environment perspectives that affect our work and understand our responsibilities in the wider setting.

Be Respectful – have regard for environmental and social beliefs, understanding that the range of views of others, no matter their age, status or background, are as important as your own.

As a very broad value this is about building and maintaining respectful relationships with ourselves, our customers, each other as well as with the environment and wider society. Our customers are crucial to the success of Future Woodlands Scotland and by listening to all views and working together as a team, we can find value and success in what we do.

How do we bring it to life?

We will find ways to understand each other's ideas, work and perspectives to create synergies between functional teams as much as we can – even when those teams are in different parts of the country. We will identify where combined efforts in communications, operations, governance and finance will give greater impact in the work we do. Importance will be placed on giving everybody a platform for sharing their own opinions about business strategies and decisions, valuing all contributions and not just those with responsibility for carrying out that work.



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Listening to our customers will inform our work and we will ensure this through regular conversations and more formally through structured feedback such as surveys.

Work Collaboratively – creating dynamic joint working that recognises, applies and adapts around different processes, working relationships, opinions and skillsets. Be authentic and honest both with yourself and with your colleagues.

Matching tasks and processes to give a strong dynamic across disciplines will improve the way our team in Future Woodlands Scotland creates impactful and viable solutions. This leads to more innovation, efficient processes, increased success and improved communication. We will work collaboratively with each other, our stakeholders, customers and partners.

How do we bring it to life?

We will utilise our strengths and diverse capabilities, building on our foundations, avoiding duplication and learning as we work with each other. Seeking out opportunities to work with others who share our values and goals will help us achieve more. We recognise that by working together we can deliver exceptional outcomes.

Be Professional – ensuring that our standards of work, dedication, attitude and communication reflect positively on our organisation. This should underpin all that we do. We must work to the highest standards we can if we wish to be taken seriously by our customers and stakeholders.

How do we bring it to life?

Follow Future Woodlands Scotland organisation's policies, guidance and procedures in regard to how you look, what you say and what you do, acting in the following ways:

- Understand your role whilst working with others, taking care of yourself and others in regards to your working environments, health, safety and wellbeing.
- With politeness and respect for others, creating good working relationships with colleagues and customers.
- Take personal responsibility for your work and actions, following through on commitments and when seeking or responding to changes, do this in a timely and open manner.
- Continue with your own professional development, taking up opportunities for a variety of training that help keep your skills and knowledge current.
- As a representative of Future Woodlands Scotland, communicate with clarity verbally, digitally and especially on social media. Recognise and respond to differing audience needs as you communicate.
- Behave ethically and with discretion and confidentiality where required.