



# George Heriot's School

Founded 1628

## **Job Description**

**Job Title:** Fundraising Executive  
**Responsible to:** Development Manager  
**Hours of Work:** Full-time, year-round position. 37 hours per week (occasional evening and Saturday work will be required where necessary)

## **Summary**

Responsible to the Development Manager, the role of the Fundraising Executive focusses on building enduring donor relationships to secure income for the school's historic Foundation. The Fundraising Executive also maintains oversight of the fundraising duties of the Development Coordinators, ensuring the team understands good fundraising process in Former Pupil (FP) engagement.

## **Key Duties and Responsibilities:**

The key duties and responsibilities of the role include but are not limited to:

- Donor relationship building, undertaking fund-raising outreach to a defined base, including arranging meetings, attending/hosting events and nurturing engagement with characterful former pupils and potential donors of all ages, using systematic tracking and recording of activity so progress can be measured.
- Be involved in setting and agreeing fundraising targets.
- To lead outreach activity at weekly team meetings, coordinating Development Coordinator outreach activity and outputs.
- Actively promote the Heriot's ethos and ensure this ethos is reflected across Development activities including FP outreach programme and visits.
- Ensure all fundraising policies are relevant and up to date.
- Fundraising campaign creation and communications for annual ASK.
- To be part of the US Development Committee.
- To Manage Trust applications which include heritage/repairs & bursary opportunities
- Keep up to date with sector developments and changes relevant to the fundraising process

## **Skills and Attributes**

*George Heriot's School is governed by George Heriot's Trust, Scottish Charity number SC011463*

- Educated to degree level or equivalent
- Significant and proven experience of sales or fund-raising with keen ability to build and develop customer/donor relationships
- Confident communicator, both face to face and on the telephone, with the ability to adapt to a wide range of audiences
- Previous experience of managing or leading a small team is preferred
- A strong people-person who enjoys and excels in building excellent interpersonal relationships and adapts a structured approach to relationship building and management
- An outgoing and positive personality with a pro-active 'can do' attitude
- Excellent organisational skills with good attention to detail
- Warm, kind and friendly person, with an excellent sense of humour

### **Additional Information**

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. As such, the successful candidate will be required to gain membership of the PVG Scheme.