

The Role and Responsibilities of the Head of Fundraising & Development

Responsible to:	Chair, Athletics Trust Scotland Chief Executive Officer, scottishathletics
Direct reports:	n/a
Responsible for:	Leading on the delivery of the Trust's objectives.

Key tasks will include:

- Developing and driving delivery of the fundraising strategy for Athletics Trust Scotland, working closely with the Trustees and Ambassadors to deliver tangible results in the timeline agreed.
- Identifying potential sources of funding and securing commitments to support Athletics Trust Scotland from our three priority sources – grant funding organisations, the corporate community and the running community.
- Building strong and collaborative relationships to achieve the Trust's objectives with trustees, ambassadors, national partners, funders, local partners, clubs and community groups.
- Collating and packaging information to build compelling cases for support, based on the Trust's vision, objectives and the impact of our investments to funders, sponsors and the athletics and running community.
- Collating and communicating key messages, stories and impacts in a compelling way to engage stakeholders, promote Athletics Trust Scotland and increase awareness of the Trust's work and impact.
- Clearly articulating the benefits and impacts of athletics and running on our target groups to funders, partners and the athletics community.

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the organisation.

Candidate Specification

FACTORS	ESSENTIAL	DESIRABLE
<p>Work and other experience</p>	<p>Demonstrable experience and evidence of raising funds for a charitable or not-for-profit organisation.</p> <p>Experience of leading or working as a part of a team to develop and deliver on fundraising strategies.</p> <p>Experience of building beneficial relationships and partnerships with corporate partners, grant funders and/or high net worth individuals.</p>	<p>Experience of developing legacy campaigns and securing pledges.</p> <p>Experience of working with national and local partners to deliver effective equality, diversity, and inclusion outcomes.</p>
<p>Skills & Personal Qualities</p>	<p>Charismatic, with a natural flair for communication with evidence of building strong and collaborative relationships.</p> <p>Confident and capable with stakeholders and collaboration partners - in grant funding organisation's, the corporate community, and with partners</p> <p>Ability to communicate objectives, impacts and stories in a compelling way.</p> <p>Ability to create and work collaboratively with others to deliver the Trust's objectives</p> <p>Organised and disciplined to meet commitments to funders, partners, trustees and other stakeholders</p> <p>Passion for changing lives through sport and physical activity.</p> <p>Empathetic, enthusiastic, hardworking and approachable.</p> <p>Has the ability to work with, influence, motivate and lead others.</p> <p>Good self-discipline to work independently, deliver on plans and manage a diverse workload.</p> <p>Commitment to personal development and a willingness to learn.</p> <p>Confidence in using all Microsoft applications, social media and marketing tools.</p>	

Application Process

Applicants should apply by submitting the application form, a covering letter (addressing how the applicant's skills and expertise fit with the job role and person specification), and the equal opportunities form, to opportunities@scottishathletics.org.uk.

The closing date for applications is **noon on Friday 28th March 2025** with interviews taking place week commencing 7th April 2025.

Incomplete applications and those received after the closing date will not be considered.

scottishathletics is committed to equality of opportunity and treats all applicants fairly and consistently in accordance with the requirements of the Equality Act 2010 and the Rehabilitation of Offenders Act 1974 (as amended).

scottishathletics is **not** approved by UK Visas and Immigration to act as a licensed sponsor, and as such, this role is not eligible for sponsorship. Any offer of employment would be subject to proof of existing right to work in the UK, satisfactory background check, and references.

If you require any reasonable adjustments, please email opportunities@scottishathletics.org.uk