



MND Scotland
Partnerships and Philanthropy Lead
Job Pack





MND Scotland – About Us

About MND Scotland

MND Scotland is the only charity in Scotland dedicated to supporting people with MND, their families, and friends.

Since being founded over forty years ago, MND Scotland has provided practical, financial, and emotional support to anyone affected by MND whilst also funding essential research into finding effective treatments and a cure.

MND Scotland is funded entirely by donations and grants. The charity's patron is Her Royal Highness, the Princess Royal.

For more information, visit mndscotland.org.uk.



Partnerships and Philanthropy Lead

Hours: Full time (35 hours per week)
Salary: Grade 6 – £31,839.36 – £34,791.73 gross per annum
Location: Glasgow Office
Directorate: Stakeholder Engagement and Fundraising
Reports To: Head of Fundraising
Direct Reports: 1

Role Purpose

We are looking for a highly motivated fundraising manager to join our growing fundraising team as Partnerships and Philanthropy Lead. This role will join us at an exciting time of growth to deliver a successful Partnerships and Philanthropy strategy.

In this role, you will be central to the successful delivery of our ambitious fundraising strategy, using operational and financial planning skills to develop and implement a successful portfolio for giving across Scotland. Working with a mixed audience of Trusts and Corporates, you will lead on delivering first-class supporter experiences through the creation of an innovative and engaging portfolio. You will work with the Head of Fundraising to create the infrastructure required for Partnerships and Philanthropy to thrive, developing, and managing existing relationships, whilst building new opportunities.

As Partnerships and Philanthropy Lead you will be an inspiring leader and play a vital role in driving a step change in high value fundraising, securing multiyear funding, and establishing meaningful relationships in this arena.

You will be an ambassador for MND Scotland, building relationships across the MND community to further our mission to make time count for everyone in Scotland affected by MND.

Key Responsibilities and Accountabilities

Leadership and Management

- Plan, manage, and deliver the Partnerships and Philanthropy strategy, and associated plans and budgets, to meet or exceed targets.
- Prepare and manage significant Partnerships and Philanthropy income and expenditure budgets, providing regular financial reporting and budget reforecasting.
- Successfully lead on the development and delivery of Corporate and Trusts fundraising.

- Provide regular operational and financial reporting to the Head of Fundraising and other senior staff.
- Use audience insight and evaluation to identify opportunities and maximise existing activity, in line with current trends and best practice in Partnerships and Philanthropy Fundraising.
- Lead on the development and implementation of Partnerships and Philanthropy Fundraising policies and procedures and participate in wider fundraising policy and procedure development to ensure compliance to all Fundraising regulations and best practice working.
- Management responsibility for Trusts and Foundations Fundraiser.

Corporate and Trust Fundraising

- Lead on the development and delivery of an inspiring portfolio of giving, using information including audience insight, ROI, and impact assessments to inform plans.
- Manage a portfolio of existing relationships across a range of audiences.
- Monitor outcomes and deliver on reporting requirements.
- Build cultivation plans to create an on-going prospect pool.
- Create compelling cases for support as well as inspiring products and propositions that would be attractive to funders.
- Work across the organisation to identify funding opportunities.
- Lead on the development and review of a range of fundraising assets, materials, and collateral that will inspire and inform audiences.
- Attend appropriate events and activities to build relationships and to raise funds and awareness of MND Scotland.

Supporter Care

- Lead on the design and delivery of bespoke supporter journeys to ensure first-class stewardship, to maintain high levels of engagement, and to build long-term relationships.
- Build appropriate, ongoing relationships with supporters to maximise the relationship, exercising judgement, discretion, and appropriate boundaries.
- Ensure all regulations for working with the CRM system are met.
- Ensure the CRM system is updated to maximise learning and supporter experience, working with colleagues across the team to ensure planning and decision making are informed by data.
- Source, develop, and share supporter stories with a variety of audiences through engaging talks and presentations to raise awareness of MND Scotland, building relationships, and generating income.

Marketing

- Work with colleagues in Communications and Marketing to source, develop, and share stories that will demonstrate the impact of support.
- Work with colleagues in Communications and Marketing to develop bespoke marketing and communication plans appropriate to the audience.

- Lead on the development of fundraising marketing materials required for Partnerships and Philanthropy Fundraising
- Generate fundraising content for the website and social media channels.

Essential Skills and Experience

- Excellent knowledge of the principles of Partnerships and Philanthropy Fundraising, supported by practical experience in a Partnerships and Philanthropy fundraising role.
- Experience of managing a fundraising portfolio.
- A track record of meeting or exceeding targets.
- Knowledge of the Scottish charitable sector and funding landscape.
- Evidence of ability to secure funds, develop partnerships, and grow income.
- Excellent written communication skills and ability to write engaging and persuasive applications with a clear case for support that demonstrate impact.
- Strong interpersonal skills with demonstrable experience of developing and maintaining lasting partnerships with high value supporters.
- Excellent research skills and ability to identify funding and partner prospects.
- Understanding and experience of evaluation and reporting methods.
- Experience of identifying and developing strong and compelling cases for support
- Strong project management and organisational skills with the ability to manage multiple projects simultaneously.
- Experience of devising and monitoring budgets with the ability to assess and understand financial information presented in budgets and financial accounts.
- Experience of strategic planning.
- Understanding and experience of delivering first-class supporter care journeys.
- Understanding and experience of evaluation and reporting methods.
- Knowledge of CRM databases and how to use data to drive decision-making.

Desirable Skills and Experience

- Experience of a senior fundraising role.
- Experience of line management responsibilities, and successfully leading a team.
- Demonstrable experience of making a business case based on financial or supporter insight.

Essential Competencies

- An understanding of, and commitment to, the cause and vision of MND Scotland.
- An understanding of, and commitment to, the Code of Fundraising Practice.
- Ability to take ownership of tasks and be a confident decision maker.
- Open and skilled communicator with ability to build trust.
- Excellent team player with ability to work collaboratively.
- Clear focus on delivery and quality of all work.

- Understanding and appreciation of the legislation affecting charity fundraising.
- Ability to manage a busy workload, demonstrating a problem-solving approach and contingency planning skills.
- Ability to build and maintain positive relationships across a range of stakeholders.
- Ability to use audience insight and data to bring innovation to a fundraising portfolio.
- Ability to think creatively and strategically, considering the wider organisation to identify opportunities.
- An understanding of the need for confidentiality when accessing sensitive information for reporting purposes.
- Ability to lead and inspire, contributing to a proactive, solution focussed team.
- Ability to empathise with and support people affected by MND, whilst establishing and maintaining appropriate professional boundaries.

Personal Attributes

If you are an innovative fundraising manager who is motivated by shaping and developing strategic partnerships and philanthropic relationships and believes in our vision of a world without motor neuron disease (MND) then we would love to hear from you.

Additional Relevant Criteria

We pride ourselves in operating in a flexible working environment and collaborative working is at the core of what we do. To ensure we achieve this, you will be required to work from the Glasgow office on a regular basis as part of your flexible working.

This job description is current at the date of issue. As and when the work of MND Scotland develops or changes so the areas of responsibility may be subject to change, and the job description reviewed. Such changes would in the first instance be made in consultation with the post holder.

MND Scotland Benefits, Rewards and Employee Recognition

The information below provides a brief statement of the benefits, rewards, and employee recognition schemes available. Please check your contract of employment, company policies and individual rules for eligibility and terms and conditions.

MND Scotland reserves the right to withdraw, amend the scheme and change providers as appropriate.

Employee Support and Wellbeing	Pension Scheme	Eligible employees are automatically enrolled in MND Scotland's Group Stakeholder Pension Plan operated by TPT Pensions within one full month from their start date. Currently MND Scotland contributes 7.5% of gross basic salary and employees are required to make a minimum gross contribution of 3% of gross basic salary.
	Life Insurance	3 x base salary cover. This is a day one right for all staff.
	Annual Leave Entitlement	31 days leave per year, plus one additional day awarded for each year of service up to a maximum of 5 days.
	Employee Assistance Programme	(Counselling and Psychotherapy) Training, Coaching, Mentoring and Supervision. Mindfulness Workplace Meditation.
	Able Futures	A self-referral service which offers employees the opportunity to access mental health specialists that can help you cope with any difficulties that are affecting your focus and time at work.
	Enhanced Company Maternity Pay	Eligible employees (one year's continuous service)
	Enhanced association sick pay	Company paid sickness absence in accordance with the sickness absence policy and contract of employment after probationary period completed. (6 months)
	Enhanced Jury Service	Full salary paid during Jury service minus deduction for expenses received from the court.
	Flexibly Working Environment.	

Employee voice and opportunities	Staff Survey	Have your say in the anonymous employee engagement survey.
	Staff Training	Opportunities to gain skills and receive formal training, participate in working groups (such as CRM, Staff Engagement) and undertake CPD.

Organisational Commitments	Disability Confident Committed Employer.
	Accredited Real Living Wage Employer.
	Menopause Friendly Employer.
	Equal Opportunities Employer.
	Supporter and Provider of Sanitary Products.
	Our Pledge to Mental Health.
	On site Mental Health First Aider
	Our commitment to continually review our benefits and wellbeing initiatives.

Rachel Maitland
CEO

Jonathan Mitchell
Head of Fundraising

Eleanor Marshall
Head of Communications & Marketing

Sharon Gillies
Director of Operations

Jane Haley
Director of Research

Susan Webster
Head of Policy and Campaigns

Angela Harris
Director of Support Development

Gillian McManus
Community & Events Fundraising Lead

Martin McLinden
Fundraising Support Assistant

Vacant
Partnerships & Philanthropy Lead

Vacant
Trust and Foundations Fundraiser

Vacant
Communications Coordinator

Karen McGuire
People & Culture Lead

Flora Gray
Finance Lead

Maureen Moffat
Administration Lead

Paul Jensen
Research Lead

Vacant
Policy Lead

Catriona Griffin
Practical Lead

Nicola Povey
Financial Support Lead

Suzie Sturrock
Wellbeing Lead

Lynsey McPhail
Support Coordinator

Louise Earley
Community & Events Fundraiser

Erin Steel
Community & Events Fundraiser

Fiona Gibson
Community & Events Fundraiser

Christine Clark (Mat cover)
Community & Events Fundraiser

Chris Banks
Digital Content Coordinator

Roisin O'Donovan
Volunteer Coordinator

Alison Gardiner
Finance Officer

Marianne Owen
Finance Support Assistant

Mara Morrish
Office support Assistant

Colette McDiarmid
Policy Officer

Carla Belkevitz
Advocacy Worker

Tommy Dey
Advocacy Worker

Vacant
Advocacy Worker

Vacant
Welfare Rights Advisor

Kat Foster
Welfare Rights Advisor

Rosie Caulfield
Welfare Rights Advisor

Vacant
Support Assistant