



Job description

Section 1: Description

Job title:	Senior Fundraising Manager
Location:	CEO
Reports to:	Business Development & Partnerships Lead
Date:	September 2026

Section 2: Job purpose

The Senior Fundraising Manager will establish and lead a professionally managed fundraising function that enables the College to secure philanthropic income each year following the initial pilot period.

The postholder will translate the current Fundraising Strategy (2026 to 2029) into a practical programme of Major Gifts, Trusts and Foundations, Gifts in Wills and Corporate Partnerships. They will personally build and manage a portfolio of significant donors and prospects, including opportunities at six-figure level and above, and support senior leaders, Trustees, Fellows, Members and senior volunteers to play an effective role in cultivation, solicitation and stewardship.

As the College's senior fundraising specialist, they will also build the core operating disciplines required for sustainable growth: donor-ready propositions, prospect management, governance and due diligence, consistent stewardship, recruitment, team management, data and clear performance reporting. The role combines strategic judgement with hands-on delivery and must keep activity tightly prioritised within the capacity of a 0.8 FTE post and a small team.



Section 3: Organisational chart





Section 4: Main responsibilities and role

Leadership

- Lead the delivery of the College's first Fundraising Strategy, translating its priorities, safeguards and decision gates into annual plans, budgets and measurable objectives.
- Act as the College's principal professional fundraising adviser, providing clear, evidence-based advice to the College Leadership Team, Trustees and committees on opportunity, readiness, risk and investment.
- Keep fundraising focused on agreed charitable priorities and recommend that activity is deferred, reshaped or stopped where necessary.
- Build and embed a good fundraising understanding and culture across the College.
- Contribute to organisational planning so that fundraising opportunity is considered early.

Fundraising delivery and relationship management

- Build and personally manage a focused portfolio of Major Donors, Trusts & Foundations from identification and qualification through cultivation, solicitation and stewardship.
- Develop and execute tailored relationship strategies, involving the right College leaders, clinicians, Fellows, Members and volunteers at the right stage.
- Secure significant gifts and multi-year commitments, with responsibility for six-figure opportunities and above, while setting realistic expectations about fundraising lead times.
- Lead the development of strong cases for support, proposals, briefings, and funding applications. Working with programme leads to define need, outcomes, budgets, delivery ownership and reporting.
- Develop a proportionate Gifts in Wills programme centred initially on awareness, good stewardship and long-term relationship building.
- Work with colleagues responsible for Corporate Partnerships and sponsorship to ensure clear ownership, coherent relationship management and appropriate distinction between charitable giving and commercial benefit.
- Plan selective cultivation and stewardship activity where it has a clear purpose and ROI.

Pipeline, data and insight

- Establish and maintain a structured, prospect pipeline, prioritising quality and movement over untested volume.
- Agree and deliver a fundraising CRM as the single record of donor and prospect engagement.
- Use research and internal relationship mapping to identify credible routes to prospective supporters across the College's UK and international networks.
- Provide concise monthly and quarterly reporting on income, pipeline, activity, stewardship, risk, cost and return, explaining what the evidence means for future priorities and investment.



Governance, ethics and risk

- Responsible for developing and enforcing fundraising policies and procedures, including gift acceptance, due diligence, ethical fundraising, data protection, restricted funds, gift agreements, and donor recognition.
- Ensure compliance with Scottish charity law, the Code of Fundraising Practice, UK data protection requirements and relevant College policies, seeking specialist advice where required.
- Assess and document reputational, ethical, financial and delivery risks before approaches and gift acceptance; escalate material concerns through agreed decision routes.
- Ensure restricted gifts are only pursued and accepted where delivery of ownership, full costs, outcomes and reporting responsibilities are agreed.
- Maintain fundraising risks within the corporate risk framework and support appropriate Trustee visibility and assurance.

Stewardship and communications

- Establish consistent standards for thanking, recognising, reporting to and stewarding donors, with clear responsibilities and timescales.
- Work with Communications and Marketing to create accurate, compelling and value-led fundraising content, including a clear web presence, impact stories and donor reports.
- Ensure donor communications reflect the College's voice and evidence, and that recognition is appropriate to donor wishes, gift terms and institutional values.
- Use stewardship to strengthen retention, repeat and uplift giving.

Advisory Fundraising Board and senior volunteers

- Support the establishment and effective operation of an Advisory Fundraising Board, working within agreed terms of reference and existing College governance.
- Brief and support senior volunteers to contribute relevant advice, networks and peer engagement without confusing advisory involvement with executive authority.
- Prepare focused meeting papers and follow-up actions, so senior volunteer time translates into purposeful relationship development.

People, resources and collaboration

- Recruit and line manage the Fundraising coordinator, setting clear responsibilities across prospect research, trusts, reporting and stewardship and avoiding duplication within a small part-time team.
- Manage the fundraising budget and enabling resources carefully, making the case for further investment only where, supported by pipeline evidence and ROI.
- Build strong relationships across the College teams.
- Commission and manage external specialists where approved and needed, ensuring clear scope, value and transfer of knowledge.



Other requirements

- Represent the College professionally and maintain appropriate continuing professional development.
- Work flexibly, including occasional evening events, UK travel and, where justified, international travel and overnight stays.
- Undertake other duties consistent with the scope, purpose, and grade of the role. The job description will be reviewed as the function develops.

Section 5: Knowledge, experience and skill set required

Essential:

- Relevant professional experience or equivalent qualification
- Evidence of working in a senior fundraising or development role.
- Proven experience in a fundraising and/or philanthropy leadership and management role within a charity or non-profit organisation,
- A proven track record in fundraising with a strong natural drive towards getting out into the field and a demonstrable ability to lead a team to ask successfully for significant gifts.
- Evidence of securing Major Gifts from HNWIs, Trusts and/or corporate partners.
- In depth experience of Major Gifts and a working understanding of relevant income streams.
- Knowledge and experience of delivering compelling charitable propositions.
- Experience managing team members including recruitment, induction, and training.
- Experience managing income and expenditure budgets and managing performance.
- Sound working knowledge of the legal and regulatory framework within which charities operate, including fundraising regulations and GDPR.
- Experience building excellent relationships with internal and external stakeholders at all levels.
- Ability to understand and communicate with the College's purpose and priorities.
- Experience introducing or improving fundraising systems, policies, reporting, stewardship or ways of working in a team.
- Experience in championing diversity, inclusion, and staff wellbeing.
- Evidence of being in tune with the latest fundraising trends and technologies.
- An ability to select and oversee the delivery of a fundraising CRM.
- Strong analytical and business skills. Ability to anticipate and resolve problems before they arise.
- A positive and ambitious mindset towards recruiting training and developing teams.
- Strong judgement: able to assess donor fit, readiness, risk and likely return, and to say no or not yet with clarity.
- Ability to persuade, influence and negotiate effectively with senior clinicians and HNWI's.
- A clear and persuasive writer and presenter who can turn complex clinical, educational, heritage or global work into accurate and compelling donor communications.



- To be the fundraising voice of the College, delivering public speeches and media interviews where required.
- Highly organised and disciplined in prioritisation, record-keeping and follow-through; able to protect focus in a 0.8 FTE role.
- Comfortable using data and financial information to make decisions, report honestly, and adapt plans.
- The ability to utilise autonomy to make decisions with the ability to provide clear independent advice to others.

Desirable:

- Postgraduate qualification in relevant areas (e.g. Fundraising, Marketing, Project Management, or equivalent experience).
- Experience of working in a similar role within Higher Education.
- Fundraising qualification or equivalent experience.
- Experience or qualification in the management of complex CRM plans and reporting.
- Knowledge and experience of fundraising capital appeals.
- Experience of managing senior volunteers and Advisory Boards.