



Role profile

Partnership Development Manager

Job title:	Partnership Development Manager
Location:	Scottish Seabird Centre, The Harbour, North Berwick / Homeworking (Hybrid model)
Reports to:	CEO
Salary:	£41,250 per annum
Term:	18 months (with possibility of extension)
Working pattern:	Full-time, 37.5 hours per week

Job Description

Recruitment to this post is made possible with **The National Lottery Heritage Fund**. Thanks to National Lottery players, we have been able to work towards a resilient future: for people, nature and our charity.

The Partnership Development Manager will work collaboratively with members of the senior management team, and activity leads, to identify and progress opportunities to secure funding support for our core activities and projects – ensuring that our approach and activities are more inclusive and accessible for all. The primary focus of the role is corporate and high net worth supporters. As a member of the Senior Management Team the post holder will take lead responsibility for the performance and review of our Charity's Fundraising Strategy and performance against this.

Principal duties

Person specification

1. Provide strategic leadership for the development and review of our Charity's fundraising strategy ensuring steps are in place to enhance performance (in line with agreed targets and horizon scanning information).
2. Support the stewardship of significant partnership projects that help increase our reach and impact and lead engagements with potential corporate and/or high network supporters.
3. Create compelling funding pitches that make a strong case to support our activities.

4. Provide line management and professional support to our Fundraising Officer (trusts and foundations) and guidance to the Membership Development Officer on community fundraising initiatives.
5. Lead our corporate membership engagement programme through team days and promotion of corporate membership sign-ups and support.
6. Be comfortable with using fundraising management systems (ours is Raiser's Edge NXT), maintaining the quality of the data and using it to provide information and management reports.
7. Work with our Finance and Business Support Team to produce accurate project budgets, financial forecasts, and a risk assessment of our funding pipeline against in year targets.
8. Lead on aspects of funders stewardship, including providing them with timely and informative progress reports that meet their specified requirements and our 6 monthly-impact report.
9. Support opportunities to create project stories and resources, for targeted digital fundraising campaigns (2 per year) and for our website and digital channels, with our Marketing and Communications team.
10. Contribute to our Senior Management Team and the review and development of our next 5-year strategic plan.
11. Develop your networks and identify and support key engagement opportunities, including supporting events (volunteer led, membership and stakeholder) led by the Charity.
12. Comply with all Scottish Seabird Centre policies and practices for a safe and healthy working environment and fundraising regulation and data protection (GDPR) practices.
13. Seek opportunities to undertake professional development so that you are well-versed on best practice in the industry.

Essential skills and experience

- Evidence of networking skills that have led to the development of partnerships and securing corporate and/or high net worth funding support for these.
- Effective communicator (oral and written) including confidence in delivering presentations to a variety of groups.
- Confident networker with partners, stakeholders and local community groups.
- Experience of developing and reviewing funding strategy, action plans and performance.
- Ability to analyse fundraising data and information to inform future plans.
- Experience of managing a project plan and budget; tracking and reporting on activities and outcomes to funders.
- Calm approach with evidence of problem-solving abilities.

- Awareness of Health and Safety responsibilities at an individual and organisational level.

Desirable requirements

- Knowledge, experience and passion for marine and coastal wildlife, habitats and ecosystems.
- Experience of working with corporate or philanthropic giving and/or the Charity Sector.

Scottish Seabird Centre values

Our values underpin everything we do. We take pride in bringing these to life in all that we do. We are:

- **PASSIONATE** about Scotland's coastal and marine environment.
- **INSPIRE** others to explore and care for Scotland's coastal and marine environment.
- **INNOVATE** with the approaches we use to engage with people.
- **COLLABORATE** with local and national partners to convey the importance of Scotland's marine environment.
- **INFORMED** about the current health of Scotland's marine wildlife and habitats and the actions required to protect it.
- **TRUSTWORTHY** providing reliable information and acting with integrity and without bias.

Performance: To be measured against clearly defined measurable and challenging goals.

Benefits

- Working for a successful conservation and education charity in a stunning location.
- Pension available.
- Training and development for everyone.
- Flexible working patterns and locations in line with business needs.
- 20% discount in the Centre's Gift Shop and Seabird Café.
- 10% discount on the Seabird Centre boat trips.
- Free entry to the Discovery Experience, for you and family members (restrictions on numbers apply).
- Free access to a range of Scottish visitor attractions with an Association of Scottish Visitor Attractions card.
- Free access/ special offers for a range of East Lothian attractions with an East Lothian Tourism Attraction Group card.

Applications: To apply please send a covering letter and a tailored CV that demonstrates how your skills and experience relate to the key activities and skills outlined in this role profile to info@seabird.org by 5pm on the 11 April 2024.

Internal applicants: Please note that this is a re-deployment opportunity for existing employees.