Epilepsy Scotland
Philanthropy Lead

Job Description

The role being recruited is for a philanthropy lead officer. This role has no line management responsibilities and will report directly to the fundraising manager. The specific remit of the role is described below but this is a new role to the organisation and is envisaged to see growth and drive income from unexplored avenues in line with the fundraising strategy which will be approved prior to the role start date.

Salary Range: **TBC** £30,000 - £35,000 DPE

Location

This role is primarily based at Epilepsy Scotland's head office, Govan Street, Glasgow.

The organisation operate a hybrid working environment with up to 40% of time permitted to be from home and mandatory core office days comprising the remainder. Please note that this role may involve travel where appropriate that can be, in appropriate circumstances, compensated.

Role Purpose

To lead the development of a high-value philanthropy programme that secures sustainable and transformational income for the Charity. The postholder will identify, cultivate and steward relationships with high-net-worth individuals, corporate partners, legacy supporters, trusts and influential advocates, creating compelling opportunities for them to connect with the Charity's mission and impact. Through strategic relationship-building, persuasive proposals and exceptional supporter care, the Philanthropy Lead will grow a strong pipeline of long-term support and help unlock new income streams that advance the Charity's future ambitions.

Role Outline

Job Title
Philanthropy Fundraiser

Responsible to
Fundraising Manager

Direct Reports
None

Income Responsibility
Minimum £250,000 annually, depending on pipeline

Hours: Full-time (35 hours per week). It is expected that the role would include mandatory core "*in person*" days at our head office at Govan Street, Glasgow.

Kay Responsibilities

New Donor Acquisition

- Identify prospective donors.
- Undertake prospect research and wealth screening.
- Develop pipelines and stewardship plans.
- Engage trustees, ambassadors and senior volunteers in introductions.
- Deliver company pitches and learning sessions.

Success Measures

- New prospects identified.
- New major donors secured.
- Pipeline value.

Relationship Management

- Manage a pipeline of 50+ major donors and business prospects.
- Build relationships with high-net-worth individuals, businesses and legacy families.
- Develop cultivation and stewardship plans.
- Conduct face-to-face and virtual meetings, communicate regularly.

Success Measures

- Number of active supporters
- Pledges and gifts
- Donor retention.
- Value of gifts secured.

Legacy Giving

- Develop and grow Epilepsy Scotland's legacy programme.
- Promote gifts in Wills through integrated fundraising and communications campaigns.
- Steward legacy pledgers appropriately and sensitively.
- Work with solicitors and executors where appropriate.
- Monitor legacy income and future pipeline opportunities.

Success Measures

- Quarterly reporting on number of legacies received and their value
- Produce assessment/reporting on gifting in wills
- Source and implement a successful "will writing" agreement project with a firm of solicitors

Solicitation and Income Generation

- Prepare tailored proposals and cases for support.
- Make direct asks for gifts ranging from £1,000 to £100,000+.
- Lead donor conversations and negotiations.
- Secure multi-year commitments.

Success Measures

- Annual income target achieved.
- Average gift value.
- Multi-year pledges secured.

Stewardship

- Deliver outstanding supporter experiences.
- Organise donor visits/events.
- Produce impact reports and updates.
- Recognise and thank donors appropriately.

Success Measures

- Donor satisfaction.
- Conversion rates.
- Attrition rates.

Internal Collaboration

Work closely with:

- Chief Executive.
- Trustees and Board members.
- Other fundraisers
- Communications and marketing teams.

Person Specification

Essential Experience

- ✓ Proven fundraising, business development or relationship management experience.
  Experience managing high-value relationships.
- ✓ Strong communication skills.
- ✓ Ability to write compelling proposals and reports.
- ✓ Comfortable making direct asks.
- ✓ Experience working to income targets.
- ✓ Experience of using databases or CRM systems.
- ✓ Good organisational and project management skills, with the ability to manage competing priorities.
- ✓ Ability to work independently and as part of a team.
- ✓ Competent in Microsoft Office applications.
- ✓ Willingness to travel across Scotland and occasionally work evenings and weekends.
- ✓ Passion for the cause

Desirable

- Major donor fundraising experience.
- Knowledge of Scottish philanthropy and charitable giving.
- Experience working with trustees and senior volunteers.
- Understanding of wealth screening and prospect research.
- Institute of Fundraising (CIOF) or Fundraising Everywhere membership.

Typical KPIs

Measure	**Annual Target**
Income secured	£250k–£1m+
Donor meetings	50-100
New prospects identified	50–100
New major donors secured	5-10
Donor retention	85–90%
Proposal conversion rate	30–50%
Multi-year gifts secured	40–60% of income

Competencies

Relationship Building
Develop trust and long-term partnerships with donors and influencers.

Strategic Thinking
Build a pipeline capable of sustaining future income.

Influencing
Work effectively with senior leaders and trustees.

Storytelling
Translate impact into compelling donor calls-to-action.

Resilience
Maintain activity and momentum despite long cultivation periods.

Role Summary

This is an exciting opportunity for a motivated and commercially minded fundraising professional to help establish and grow a focused philanthropy programme for Epilepsy Scotland.

Working closely with the Fundraising and Communications Manager, the postholder will identify, cultivate and steward high-value relationships with individuals, companies, legacy supporters, trusts and other influential partners, creating meaningful opportunities for them to support the Charity's work across Scotland.

As a new role within the organisation, the Philanthropy Lead will play an important part in developing new income opportunities and building a strong pipeline of prospective supporters in line with the Charity's fundraising strategy. The role will require confidence in relationship-led fundraising, prospect research, tailored proposal writing and impact-led storytelling, alongside the ability to make appropriate asks and provide thoughtful, high-quality stewardship.

The postholder will not have line management responsibility but will be expected to work collaboratively with colleagues, senior leaders, trustees and external supporters to raise the profile of philanthropy within the Charity and secure sustainable income.

The role will suit someone who is proactive, persuasive and highly organised, with the credibility and enthusiasm to open doors, build trust and turn interest in Epilepsy Scotland's mission into long-term support.