



Fundraising Manager

**Part-time, core hours 17.5 per week plus overtime
as required by The Pyramid (to max 35 hours per week)
FTE £35,000 pa, based on 35 hour week**

Initial fixed term contract of 1 year, extension subject to funding. Based at The Pyramid.

We welcome applications for job sharing or other flexible arrangements and will also consider freelance proposals.

Responsible to: Chief Officer
Responsible for: No staff supervision currently required

Key relationships: Funders and potential funders, including Trusts, Foundations, local and national government; staff and Trustees; Pyramid Members and participants; partner organisations and staff

Our charitable objectives:

To prevent and relieve poverty; to advance citizenship and community development; to advance the arts, heritage and culture; and to provide recreational facilities and organise activities for members of the public which reduce isolation and loneliness and increase wellbeing.

Our vision:

For The Pyramid to be the community anchor organisation in a thriving, well-connected neighbourhood where everyone feels able to contribute.

Our mission:

To provide an inclusive and inspiring community-led space that people can count on. The Pyramid will be a vibrant home to a diverse range of opportunities and activities to improve the wellbeing of the community.

Our values:

- Open and transparent
- Encouraging and supportive
- Fair and just
- Compassionate and caring
- Curious and creative

Fundraising Manager Post

The Pyramid at Anderston SCIO was formed as a charitable Trust in 2018 and took ownership of our B-listed iconic heritage building in March 2019. Since then, The Pyramid has experienced rapid growth and fundraising success; we have grown from a staff team of two to a current team of five, with a further three roles ready to be filled, and have secured over £2 million in revenue and capital funding.

The Fundraising Manager will be responsible for managing our relationships with existing funders, creating high quality applications and proposals and will work with the Chief Officer and wider staff team to identify projects suitable for funding. They will create a fundraising strategy and plan, including identifying and pursuing new funding streams from trusts, grants, individual giving, member development and corporate sponsorship. They will manage a funding pipeline and pursue both cash and in-kind donations and ideally have an excellent network and established contacts, with an ability to broker new relationships and partnerships. They will create and maintain funding records, producing reports, financial drawdowns and monitoring grants and awards.

We are redeveloping our building and the Fundraising Manager will work with our Chief Officer to secure further capital development funding. We are also extending the range of our work; our new Community Sports Hall and Kitchen will open this summer, along with our new zero waste corner shop and community pantry & fridge. We are working to reduce our carbon emissions and improve our external spaces, as well as establish community wealth building and local economic development programmes, training and employability support, welfare advice, childcare services, and more. We produce a range of high-quality innovative events and activities with the community and as the building is redeveloped there will be many more programmes and activities taking place.

This is an exciting opportunity to work with an ambitious organisation where you will be able to shape the role and future development. We are committed to a diverse workforce with wellbeing central to all we do.

The successful candidate must be able to demonstrate significant fundraising success and experience, be able to communicate clearly with others and will be comfortable working alone or as part of a team. They will have experience of managing grants, financial reporting and stewarding. Previous experience of fundraising for capital projects and knowledge of major funders and donors will be an advantage.

The above serves to highlight the type of duties and responsibilities which will be required in the role. It is not an exhaustive list and responsibilities may vary. There will be some requirement to work at evenings and weekends.

Key Terms & Conditions

1. There is a probationary period of 3 months (with evaluations at 8 and 12 weeks).
2. Pension contributions: employees are automatically enrolled into a workplace salary sacrifice pension scheme. Employer and employee will both contribute a minimum 4% of salary. If employee chooses to increase their contribution to 5% or above, employer will pay an additional 1% taking employer contribution to a maximum of 5%.
3. Annual leave: employees are entitled to 5 working weeks' annual leave plus 9 public holidays (pro rata).
4. Place of work: The Pyramid at Anderston, 759 Argyle Street, Glasgow G3 8DS with hybrid home working as agreed.
5. Core contracted 17.5 hours per week, exact working pattern to be agreed. Evening and weekend work will be required at times.
6. In order to comply with the Asylum and Immigration Act 1996, all candidates invited to interview will be asked to provide document(s) confirming their eligibility to work in the UK.

This is a fixed-term post funded initially for a period until August 2023 with scope to extend. Our staff posts are funded by a number of funders and awards, including the Scottish Government, Glasgow City Council Communities Fund, Architectural Heritage Fund, Scottish Land Fund and the Robertson Trust.

*The Pyramid at Anderston is committed to equality of opportunity,
and supports a diverse workforce throughout all roles.*

This document does not form part of a contract of employment.

Criteria	Essential	Desirable
Qualifications		
Educated to degree level or equivalent		X
Professional fundraising qualification or membership, e.g. CIOF		X
Skills and Experience		
Good organisational skills and attention to detail	X	
Good communication skills including excellent written and spoken English with the ability to articulate the mission and aims of The Pyramid and create high quality winning proposals	X	
At least 2 years Fundraising experience and able to evidence significant success; capital fundraising experience will be an advantage	X	
Ability to represent The Pyramid to and engage with supporters, donors, funders, etc.	X	
Experience in stewarding and funder relationship management	X	
Proficient in using IT and software including MS Office suite or similar; experience of CRM systems and fundraising software will be an advantage	X	
Excellent financial/budget management and reporting skills	X	
Event management experience		X
Knowledge of Mental Health First Aid		X
Qualities and attributes		
Highly motivated individual, able to meet tight deadlines and funding targets and to manage workload priorities	X	
Ability to be a positive, flexible and enthusiastic member of The Pyramid team and prepared to work out of normal office hours	X	
Commitment to the ethos and values of The Pyramid	X	

CLOSING DATE 12 noon Friday 29 July 2022

Interviews to be held August 2022

Send application form and covering letter to info@thepyramid.scot

Please do not send a CV

