**Development Executive (Corporate, Trusts and Foundations)  
Salary – Grade 7 (£34,308 - £42,155)**

**The Team**

The Development and Alumni Office (DAO) comprises the Development, Alumni and Development and Alumni Services teams. The DAO works to empower Heriot-Watt University to achieve its strategic aims by building productive and enduring relationships between the University and its network of supporters, philanthropists and organisations, in order to support priority initiatives and developments. The team seeks to build on the strong foundations in place in order to maximise the philanthropic and engagement potential of Heriot-Watt’s stakeholder groups.

This post is part of the Development team, which is led by the Head of Development and includes three Senior Development Executives, a Development Executive (Regular Giving), a Stewardship Officer and an Administrative Assistant.

# **Job description**

This is a skilled role requiring specialist knowledge and experience of Corporates or Trusts and Foundations. The post holder will be responsible for securing a high return on investment in the form of major philanthropic grants from charitable trusts and foundations, thus providing significant funding for a spectrum of University projects including capital campaigns, research, and scholarships. The post holder should have exceptional communication and written skills, with strong influential and negotiating skills in order to develop high quality funding proposals and impact reports.

**Key generic duties and responsibilities**

1. Work closely with the Head of Development, the senior development team and academics to plan, co-ordinate and support the University’s fundraising approaches to corporates, trusts and foundations. This will include overview of the corporates and trusts portfolio, managing a pool of trusts, scheduling approaches, liaising with colleagues on project information, meeting with administrators and trustees, arranging visits to the University and writing effective proposals to secure gifts in the five, six and seven figure range. Establish good working relationships with key staff of the major UK Corporates, Trusts and Foundations – ensuring where necessary other senior colleagues are involved. Manage a portfolio of trust prospects and meet an agreed annual target.
2. Ensure that funding applications of the highest quality, priority and relevance are developed, agreed and submitted in order to secure optimal levels of support. Maintain up-to-date and in-depth intelligence on potential funders’ priorities and preferences through desk research and face to face meetings.
3. Work closely with colleagues to plan events, seminars, and meetings that strengthen stakeholder and supporter relationships and promote the University’s work. Liaise with colleagues to implement appropriate stewardship programmes that thank and maintain long term relationships with foundations, including correspondence, visits, events and personal meetings.
4. Prepare and update materials that effectively communicate complex academic and scientific projects to both internal and external audiences in order to support fundraising and to maximise visibility of campaigns and philanthropic projects.
5. Act as an information source within DAO and HWU on funding from the corporates, trusts and foundations sector, and as a central point for incoming queries from corporates or trusts. Serve as a resource for colleagues across the Development team, ensuring the most compelling and effective approaches are made to corporates and trusts by providing peer review of applications and ensuring consistency of message and grant seeking practice. Work with the Head of Development to maintain close contact with other colleagues who are responsible for research grants and ensure smooth co-ordination of funders who make both research and philanthropic grants.
6. Ensure that current and accurate information on contact details, income, application records and activity in this area is maintained on Raiser’s Edge database.
7. Assist in the wider work of the department at the request of the Head of Development.
8. Keep abreast of professional and regulatory developments in charity legislation and higher education fundraising.

**Essential**

* Experience working with and securing large gifts (£100k+) from Corporates, Trusts and Foundations both in the UK and internationally.
* Excellent communication skills both written and oral.
* Ability to comprehend, digest and express complicated information is critical.
* Ability to think both strategically and tactically about the relations between potential donors and fundraising goals.
* Ability and inclination to meet potential funders and make an ask.
* Ability to effectively promote the work of HWU to prospective donors.
* Ability to identify and work with professional and academic colleagues in the cultivation of prospects and in the solicitation of gifts.
* An understanding of Universities as a complex charity
* An interest in and knowledge of factors affecting higher education in the UK.
* The post holder must have a sound grasp of charity law, fundraising techniques and good interpersonal skills.