



Caithness  
Consulting

Executive Search by Professionals, for Professionals  
**Our Experience Makes the Difference**



The James  
**Hutton**  
Institute

Engaged by our client to recruit a

## **Philanthropy Manager (Trusts and Foundations)**

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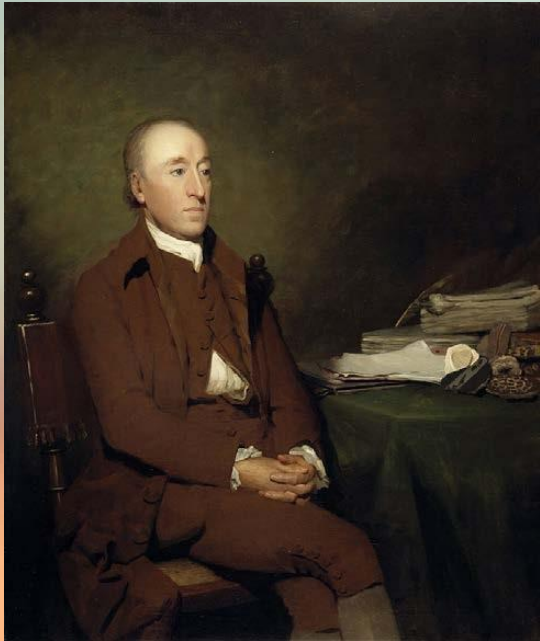
### **Candidate Information Brief**

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# Our work is inspired by James Hutton: innovator & polymath.

Creator of “deep time”; author of

- Theory of the Earth
- Theory of Rain
- Principle of natural selection
- Theory of Knowledge and
- The Elements of Agriculture



# Over-arching Vision

## Our Vision

To be at the forefront of innovative and transformative science for sustainable management of land, crop and natural resources that supports thriving communities.

## Our Mission

To conduct excellent science and engage in new ways of working across disciplines, with business, policy and society, that guide contemporary thought and challenge conventional wisdom, ensure trust and deliver the best outcomes for all.

## Our Group Objective

To deliver greater food and environmental security through science connecting land and people.



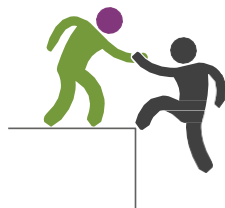
Our scientists follow the inspiration of James Hutton, after whom we are named, and deliver global impact through excellent science, collaboration and innovation.

## Core Values

- 🔍 Make a difference
- 🔍 Lead by example
- 🔍 Foster creativity and innovation
- 🔍 Strive to be excellent at everything we do
- 🔍 Respect and value our people and the people we engage with

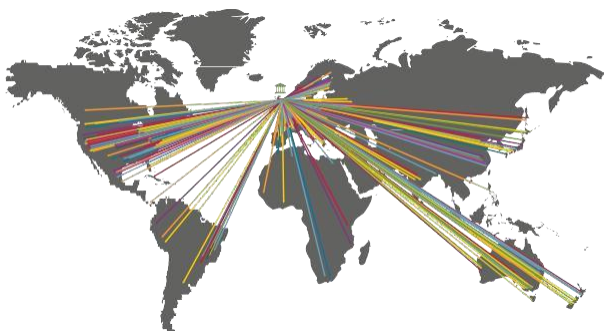
## Our Culture

- 🔍 Always independent
- 🔍 Working together for better outcomes
- 🔍 Always high quality
- 🔍 Always learning and improving



## Our Global Collaborations

from Scotland to the world, and back again



## Our 3 Scientific Challenges

- 🔍 Develop new crops and production methods that help deliver food security while better protecting the environment
- 🔍 Protect and enhance the resilience of ecosystems for multiple benefits
- 🔍 Deliver technical and social innovations that support sustainable and resilient communities

## Our Strategic Priorities

- 🔍 Meeting and exceeding stakeholder needs and expectations
- 🔍 Delivering solutions to our scientific challenges
- 🔍 Financial sustainability and internal processes
- 🔍 Adapting, learning and growing to be a renowned scientific community

## What We Are Deeply Passionate About

- 🔍 Discovering new information/knowledge
- 🔍 Tackling the difficult problems of our scientific challenges to benefit society
- 🔍 Being the best we can be



## Economic Engine

- 🔍 Turning science into new solutions and strategies for people, communities, government and businesses
- 🔍 We are not-for-profit so invest our income in our science and underpinning infrastructures and build investment reserves to meet our corporate and social responsibilities



## Where We Do Our Science and On What?



In all parts of Scotland and from the UK to the rest of the world



In mountains and uplands, agriculture and forests, lochs and rivers, from tropical to arctic regions



On soils, crops and natural vegetation, viruses, microbes, invertebrates and larger animals, land, waters and landscapes, with people and communities and how they all fit together as systems



In laboratories and glasshouses, field plots and farms, homes, villages and towns, catchments and landscapes, regions and continents



# Our Impact

Our science is supporting and finding solutions for the national and international commitment goals to zero hunger, sustainable land and natural resources management, climate change, plant diversity, clean water, energy, biodiversity and the economy.

We collaborate and work in numerous global locations, exchanging knowledge, impact, innovation, skills, learning and experience. An investment in our science is an investment in all of our future.



**£447M**

**Gross added value**  
contributed to  
the global economy



**200**

**Plant varieties**  
bred by the James Hutton  
Institute, its commercial  
subsidiaries and predecessors.



**100**

**Years of breeding**  
experience by  
The James Hutton Institute,  
its commercial subsidiaries  
and predecessors



**World-leading  
independent  
scientific research  
organisation**



[Click to view video](#)



# What we will do

We have an established international reputation for working with a diverse range of stakeholders and across scientific boundaries.

Over the coming years we will build on this reputation and extend our use of landscape-scale action based research to test interventions aimed at supporting future sustainability and to gather evidence on what works more quickly.

Our plans align with the Scottish Government's commitment to reducing inequalities, increasing innovation, sustainable economic growth, investment in our natural capital and in education, skills and learning, and the internationalisation of what we do.

Working in collaboration with our partner Scottish Environment, Food and Agriculture Research Institutions (SEFARI) we will deliver to the Scottish Government's Environment, Natural Resources and Agriculture research programme.

In addition, we will support the Scottish Government's portfolio of Centres of Expertise on Climate Change, Waters, Plant Health and Animal Disease Outbreaks, the new centres on Biodiversity and Knowledge Exchange and Impact, and Scotland's underpinning national capacity in science.

We will continue to engage with all parts of society, policy, academia and industry.

Innovation happens when problems, opportunities, ideas, technologies and common goals are shared. We welcome more people to join us on our campuses to maximise knowledge flows through the provision of shared social and collaboration spaces.

We will embrace new ways of working through Open Science, sharing our data, code, and research outputs and knowledge still further to ensure there is equality and transparency in all we do. Our locations, our size, and the way we work all make this easier.

We will continue to build on our teamwork approach, recognising the role that all play. With new harmonised terms and conditions for all our people we have also committed to the Scottish Business Pledge, a values-led partnership between Scottish Government and business that is based on boosting productivity and competitiveness through fairness, equality and sustainable employment, and our corporate activities will continue to demonstrate our alignment with this important commitment.

## You can play a key role in this plan:

### The Hutton Philanthropy Office

Focusses on fundraising to bring in additional support for our science and help drive even greater impact. The Philanthropy Office will also engage a wider range of stakeholders in our strategy and vision for a more sustainable world. It will help celebrate James Hutton and especially his Tercentenary in 2026 and by extension his inspiration and fields of study. In addition to our two main campuses in Craigiebuckler and Invergowrie, we have offices in Edinburgh and three research farms.

We work with partners in over 55 different countries worldwide, carrying out international research in Europe, China, India and Sub-Sahara Africa.

Our approach is to take our expertise, skills and knowledge from Scotland to help others, and to learn and bring the world's expertise, knowledge and skills back to help Scotland.



# The Role

## Philanthropy Manager (Trusts and Foundations)

We are seeking a pro-active and highly motivated trust and foundation fundraising professional with experience of identifying and securing grants at the 5 – 6 figure level.

### Main Purpose of Job:

Working as part of the Philanthropy team, the post holder will manage a portfolio of charitable Trusts and Foundations, developing new relationships, preparing tailored applications and managing grant compliance, reporting and stewardship. Where needed, the post holder will also support other major gift proposals to individuals and corporates.

- **Work with colleagues in Finance and Research Support to ensure grant application budgets are accurate and are developed in accordance with Hutton's policies and processes**
- **Ensure all grant compliance including timeous grant reporting and working with the project team to ensure that terms of the grants are abided by**
- **Help collate information required to help develop new and compelling cases for support**
- **Prepare progress reports on prospect development, moves management and pipeline value, as required by the Head of Philanthropy**
- **Assist with creative stewardship of donors and opportunities to connect and engage**
- **Assist with other written proposals and bids as and when required**



# Your skills & attributes for success

## Philanthropy Manager (Trusts and Foundations)

- A keen interest in the challenges that the James Hutton Institute seeks to address
- Demonstrable fundraising experience, some of which should have been in charitable Trust and Foundation fundraising
- A proven track record in securing four and five figure grants
- A polished and personable manner, with the confidence to deal with a range of stakeholders and senior trustees
- Contribute to the development of strong cases for Trusts support for a range of projects, and helping tailor proposals as required
- Prepare progress reports on prospect development, moves management and pipeline value, as required by the Head of Philanthropy
- Assist with creative stewardship of donors and opportunities to connect and engage
- Proven written and verbal communication skills, excellent telephone manner
- Self-motivated, determined and efficient

The ability to use CRM databases, particularly Raiser's Edge would be a distinct advantage.





# Remuneration Package & Benefits

## Flexible working:

Hybrid working with 1 or 2 days a week visits to the Institute campus in Aberdeen or Dundee.

## Compensation:

Grade 4: £34,267 - £43,700 depending on experience.

## Term:

Full time (37 hours per week), permanent.

## Holidays:

Year 1 - 35.5 days

Years 2 & 3 – 37.5 days

4+ years – 40.5 days

The Institute is closed for 7.5 days over the Christmas/New Year break and these days will be deducted from your allowance as above.

This is supplemented by an attractive benefits package including:

Pension – 6% employee / 15% employer

Cycle to work

Apple discount

Simply health

Headspace

Craigdon Mountain Sports



# Eilish McDowell

Will be the Consultant who will lead on this role

## Contact details

📞 Phone: +44 (0)7720 249200

✉ E-mail: [eilish@caithnessconsulting.co.uk](mailto:eilish@caithnessconsulting.co.uk)

## How to Apply

Caithness Consulting has been appointed by The James Hutton Institute to conduct this search on their behalf. We pride ourselves on our candidate centred approach and welcome initial confidential discussions with potential candidates before deciding to apply. Should you wish to do so, please contact Eilish to arrange a convenient time.

Alternatively, please submit a copy of your CV to Eilish along with a covering letter outlining why you believe you are a good fit for this role.

Closing Date: Friday 8th August 2025

Interview Dates: T.B.C.

A full job and person specification, plus other documents of interest are available to download from the vacancy page on our website. [www.caithnessconsulting.co.uk](http://www.caithnessconsulting.co.uk)







Our professional integrity underpins and informs everything that we do individually and as a company.

As the world of recruitment becomes ever more reliant on technology and while we embrace these benefits, we never forget that we are in a “People Business” and People matter.



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