

The Polar Academy
Fundraising and Development Manager
£35,000 per annum
Home-based with remit for working across the UK

Closing date: 7th December 2020

The Polar Academy is a charity programme that inspires through exploration.

We work with 13-17-year-old secondary school students and seek to build self-esteem through a rigorous training programme that ends in a Greenlandic expedition. Many of our students have challenges and come from a group who currently feel 'invisible' or may have difficulties with poor mental health. The Polar Academy assists them to grow and build their own self confidence and ultimately become Ambassadors in their school and local area. After their experience on their return to Scotland, they provide the living, breathing proof that dreams are attainable and that ordinary pupils can achieve the truly extraordinary.

We are looking for an experienced income-generator to join us as **Fundraising and Development Manager**. The successful candidate will take the lead role in fundraising outreach for the whole organisation, with a particular emphasis on building relationship with major donors and corporates as well as charitable trusts and funding grant makers as we expand our current fundraising function. You will be supported to build a fundraising strategy with regular access and mentoring through the process from an experienced fundraiser sourced by Charlotte Street Partners.

The role will be home-based but will require you to travel regularly, and the role will include opportunities for learning and development. We see you as a crucial part of the team and we want you to be fully engaged with every aspect of the Academy's work.

Working alongside the Academy's Trustees and Senior Team, **your key responsibilities will include:**

- Fundraising in the UK across all high-level givers, to achieve our strategic goals
- Managing a portfolio of existing Patrons
- Building new relationships and accessing new restricted and unrestricted funds for the Academy with a particular emphasis on identifying new Patrons, untapped trusts, funds and grants, legacies and corporates through your own research and networking
- Managing a portfolio of existing multi-year grants, retaining and developing current trust supporters
- Ensuring effective grant management and stewardship of existing multi-year funding commitments
- Helping to establish new fundraising projects including corporate expeditions and events
- Supporting the development of a new CRM for the organisation

Desirable Skills:

- Commitment to the charitable cause of the Polar Academy
- Ability to build and maintain relationships
- Fundraising or marketing experience
- Experience of self-motivated working and have a proactive drive and enthusiasm to carry out projects to their conclusion
- Excellent organisation and project management skills
- The ability to influence others using excellent communication skills
- An understanding of major donors or corporates needs, and the ability to develop highly personalised relationships using a range of techniques
- Having the creativity to develop new opportunities for funding from major donors
- Proficiency using Microsoft Office and CRM applications
- A knowledge of GDPR and its application in the third sector

- A customer focused, commercially aware and results-driven approach, lots of creativity and innovation, influential communication skills, openness to change and a collaborative way of working.
- A UK driving licence

At the Polar Academy, we welcome and encourage applications from everyone regardless of age, disability, gender, ethnicity, religion and sexual orientation. We are facing diverse problems, so need diverse people to tackle them.

How to apply:

- Please submit a CV and covering letter to info@thepolaracademy.org by 7th December 2020