



FUNDRAISING AND PARTNERSHIPS MANAGER

Candidate Pack



WELCOME

Thank you for your interest in the Fundraising and Partnerships Manager role at LGBT Health and Wellbeing.

This is an important time for our organisation and for LGBTQ+ communities across Scotland. Demand for our services continues to grow, and securing sustainable funding is essential for us to meeting that need.

We are strengthening and diversifying our income so we can protect vital services, build new opportunities, and plan confidently for the future. We are looking for an experienced fundraiser who enjoys personally securing funding as much as building lasting relationships.

You will take the lead on trusts and foundations and corporate partnerships, securing significant funding and developing long-term relationships with funders and supporters. You will also provide leadership and line management to our Fundraising and Partnerships Coordinator, supporting them to grow our individual giving programme, and build a stronger, more engaged base of supporters.

If you can turn relationships into meaningful financial support, and want your work to make a difference for LGBTQ+ people across Scotland, we would love to hear from you.



Our Values

Equality and Diversity

Our team is inclusive and represents the community we serve. We engage with all sections of the LGBTQ+ community and our allies, and we celebrate diversity.

Respect

We value everyone and treat people fairly. We are open, accountable, accepting, trustworthy and supportive.

Inclusivity

We create services and spaces that are accessible and intersectional. We pay particular attention to people who have been historically excluded from support, and those facing multiple disadvantages.

Participation

Our services are shaped by the communities they serve. We encourage, support, and empower people to get involved.

Collaboration

We are not an island. We achieve more by working together, with our community and with partner organisations, to reach shared goals.

Excellence

We aim to provide high-quality, innovative services that deliver the best results for our community.

ABOUT US

LGBT Health and Wellbeing was established in 2003 to improve the health and wellbeing of LGBTQ+ people across Scotland.

We are a national charity providing support, services, and community spaces that help people stay well, reduce isolation, and feel more connected.

While we are known as 'LGBT' Health and Wellbeing, our work reflects the full diversity of our communities. We support people across the LGBTQIA+ spectrum, including queer, intersex, and asexual people, as well as those who are questioning or exploring their identity. We also work with families and friends of LGBTQ+ people and with health and social care professionals supporting our communities.

Alongside our services, we play an active role in shaping change. We bring the voices and experiences of LGBTQ+ people into conversations with organisations and decision-makers, including the Scottish Government, NHS, and Local Authorities, helping to inform more inclusive policy, services, and practice.

We are recognised as a trusted and credible voice on LGBTQ+ health and wellbeing, particularly in areas such as mental health, trans wellbeing, and the experiences of LGBTQ+ elders.

We work to ensure that LGBTQ+ people in Scotland can live well, feel connected, and be part of communities where they are valued and supported.

OUR STRATEGIC OBJECTIVES

LGBT Health and Wellbeing's current high-level objectives are:

1. People get the right support at the right time.
2. LGBTQ+ communities are connected, visible, and well-supported across Scotland.
3. Community experience creates lasting change.
4. We are a strong, sustainable organisation built for the future

The Fundraising and Partnerships Manager is a critical role in helping us achieve all of these.

You can read more about our aims within these objectives [here](#).



THE ROLE

Role Title: Fundraising and Partnerships Manager

Reports to: Chief Executive Officer

Hours per Week: 36 hours (full time)

Location: Based in our Edinburgh or Glasgow office with flexible working

Salary: £43,260

You will lead fundraising and partnerships at LGBT Health and Wellbeing, securing significant funding, and building a sustainable, diverse income base that supports our services and long-term ambitions.

This is a hands-on role that works across trusts and foundations, corporate partnerships and the development of individual giving - identifying opportunities, cultivating relationships, and writing compelling proposals.

Our Fundraising and Partnerships Manager will own the fundraising pipeline, work towards agreed income targets, and provide clear, realistic forecasts of opportunities, risks, and priorities.

Working closely with the Chief Executive, Policy and Communications Manager, and colleagues across the organisation, you will combine strategic judgement with practical delivery and support the development of our Fundraising and Partnerships Coordinator.

WHAT YOU'LL BE DOING

Trust and Foundations

- Identify, develop, and secure funding from trusts and foundations
- Lead on writing high-quality funding applications and reports
- Build and maintain relationships with funders
- Position the organisation for multi-year and strategic funding opportunities

Income strategy and delivery

- Lead the delivery of our fundraising priorities as part of the Sustainable Services Strategy
- Develop and maintain a clear pipeline of funding opportunities
- Set and work towards income targets across different income streams
- Monitor performance and adapt approaches based on learning

Corporate partnerships

- Develop and deliver an approach to corporate partnerships
- Identify and secure new partnerships aligned with our values
- Build long-term, meaningful relationships with corporate supporters
- Work with colleagues to develop opportunities for engagement (e.g. volunteering, sponsorship)

WHAT YOU'LL BE DOING (CONTINUED)

Individual giving and campaigns

- Work with the Policy and Communications Manager, and Digital Campaigns Coordinator to:
 - Develop and deliver fundraising campaigns and appeals
 - Strengthen donor journeys and engagement
 - Support the development of individual giving as a growing income stream

Team Leadership and development

- Line manage and support the Fundraising and Partnerships Coordinator
- Provide direction, support, and development opportunities
- Ensure strong systems for tracking income, activity, and relationships

Collaboration and organisational alignment

- Work closely with the Policy and Communications Manager to align messaging and campaigns
- Collaborate with colleagues to understand and communicate impact
- Contribute to wider organisational planning and decision-making

WHO WE'RE LOOKING FOR

We're looking for an experienced, proactive fundraiser with a strong record of securing income personally. You will be as comfortable writing a major funding proposal and developing a funder relationship as you are planning ahead, analysing the pipeline, and supporting a colleague.

Who you are

- You are proactive and outcomes-focused. You're motivated by achieving results and making progress.
- You are a strong relationship builder. You're comfortable engaging with funders, partners and supporters.
- You are strategic and practical. You're able to think ahead while also delivering day-to-day work.
- You are confident and credible. You're able to represent the organisation externally.
- You are collaborative. You work closely with colleagues.
- You are organised and resilient. You're able to manage multiple priorities and maintain momentum.
- You value feedback. You are driven by growth and improvement.
- You are values-led, with a commitment to LGBTQ+ equality and an understanding of the communities we serve

YOUR EXPERIENCE

Your application will be assessed against the criteria below.



To give yourself the best chance of being shortlisted, please respond to each point in turn and include clear examples of how you meet it. Where possible, use specific evidence from your work, volunteering, or lived experience. You do not need to meet every single criterion to apply, but the more relevant examples you can provide, the stronger your application is likely to be.

If written applications are not your preferred format, you are welcome to respond in another way, such as by video or voice note. Please email Daisy@lgbthealth.org.uk with any questions.

ESSENTIAL

- A demonstrable track record of personally securing significant charitable income, particularly from trusts and foundations
- Experience developing successful funding applications and proposals, including communicating impact persuasively.
- Experience cultivating, stewarding, and renewing relationships with funders or financial partners
- Experience owning fundraising targets, managing a pipeline, and converting plans into secured income.
- Ability to prioritise opportunities, forecast realistically, and report clearly on performance and risk.
- Excellent written and verbal communication, relationship-building, and negotiation skills.
- Understanding of the third sector funding landscape and commitment to LGBTQ+ equality.

DESIRABLE

- Experience securing corporate partnerships or sponsorship.
- Experience developing individual giving, appeals, or community fundraising.
- Experience line managing or coaching colleagues.
- Experience of fundraising CRM systems and donor data management.
- Experience working in an LGBTQ+ organization, or another equality, health or social justice context.

USE OF AI

We ask that candidates do not use AI to support their application. Instead, we'd encourage you to trust your own voice and experience, and share examples from the heart. This will help us get a genuine sense of who you are and what you will bring to the team and the role.

RECRUITMENT PROCESS

LGBT Health and Wellbeing is an equal opportunities employer committed to finding the very best candidate for this position. We aim to create an equal and fair recruitment process open to all. We commit to being accessible and welcoming to all the diverse communities and partners that we engage with. If there is anything that we can do to help you throughout this process, please let us know.

Applications will be reviewed as soon as they are received and we appreciate early applications to help us give each application as much time and consideration as possible.

We ask you to be available for interview on that day and to be as flexible as possible with regards to time. All applicants who are invited to interview will be offered feedback by email or a phonecall.

Interview Process and Timeline

Your hiring panel includes:

- Mark Kelvin, Chief Executive Officer
- Louise Lewis, Chief Operating Officer
- Rebecca Hoffman, Policy and Research Manager

The interview will last approximately one hour and will be held in our offices at Duncan Place Community Hub, 4 Duncan Place, Edinburgh, EH6 8HW.

Prior to interview we may ask you to submit a task related to the role that we will discuss at your interview. On the day we will be asking a mix of skills-based and scenario-based questions, and you'll have the opportunity to ask us questions too.

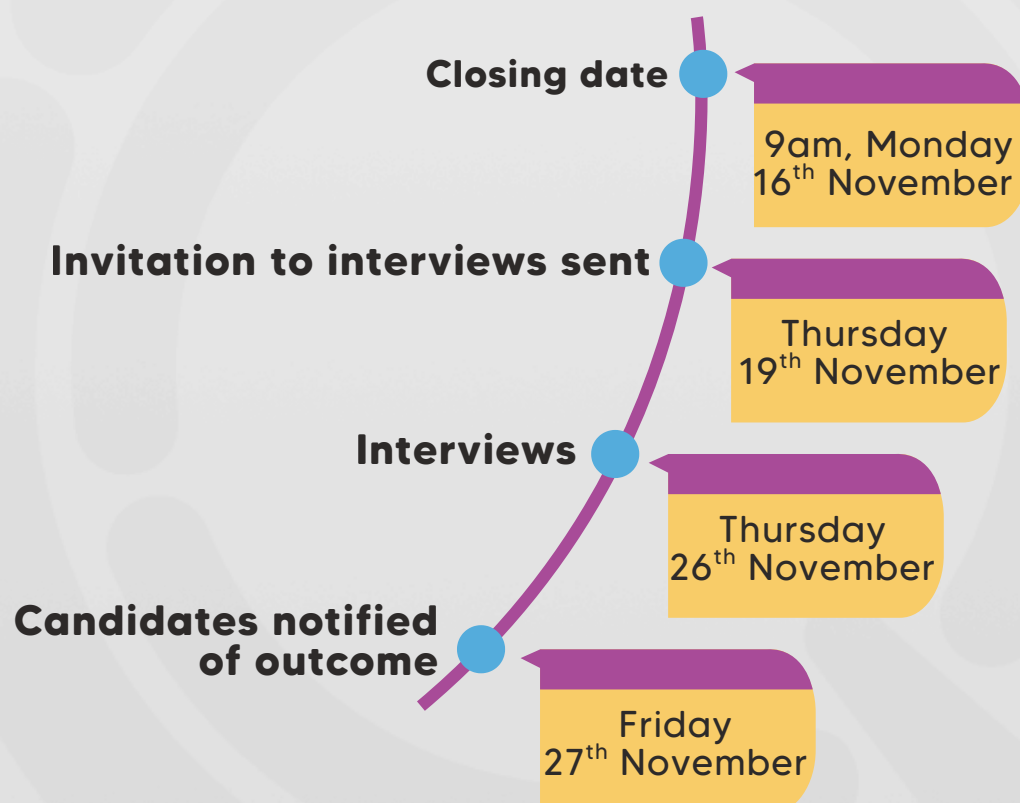
Regrettably, due to the volume of applications we receive, we are unable to contact candidates who are not shortlisted for interview. However, we are happy to provide feedback to any applicant who requests it.

Our office is accessible and details about the space can be found [here](#).

Offers of employment are subject to two references, a valid PVG check, and all staff are subject to our safeguarding policies, which ensure we provide a safe environment for everyone who engages with our services.

Please find details on **applying** on our [Vacancies](#) page. We invite you to provide your application in written or video form. If you record a video please follow the sections of the application form.

If you would like to discuss any element of the process please contact Daisy Crooke, our People Support Coordinator, at Daisy@lgbthealth.org.uk.



CULTURE AND BENEFITS

Salary and Working Patterns

We can offer a salary of £43,260, paid monthly in arrears, around the 4th Thursday of the month. The organisation strives to award an annual cost of living increase each year. This salary is inclusive of our 2026/27 increase. This is a full time role, working 36 hours per week, with a minimum of 30 minutes break for lunch each day (unpaid).

We are keen to look at new ways of working and enable you to bring your best self to work. We understand that this means different things to different people and are keen to actively encourage those conversations at the point of recruitment and beyond. Our current hybrid working policy asks that everyone in our team works from one of our offices, either Edinburgh or Glasgow city, a minimum of one day per week to help foster team connection and collaboration. Induction is in-person and you may be asked to be in the office more frequently initially.

What We Offer

- 35 days annual leave, including public holidays.
- An additional two 'wellbeing days' per year.
- Long service recognition with additional annual leave awarded from year 3.
- Flexible working opportunities, including up to 30 days from overseas.
- TOIL policy, ensuring additional time off for any overtime worked.
- Access to comprehensive funded learning and development opportunities.
- Access to a Group Personal Pension with a 6% contribution from the organisation.
- Employee Assistance Programme, with anonymous access to an online wellbeing portal, advice, and counselling.
- Queer-led organisation. All of our staff and volunteers identify as LGBTQ+ or are an active ally
- We are a carer positive organisation and have a range of family friendly policies.

Getting Started and Probationary Period

New employees' employment is subject to satisfactory completion of a six-month probationary period. The organisation reserves the right to extend this period at its discretion. The organisation will assess and review your work performance during this time and reserves the right to terminate your employment at any time during the probationary period. Prior to offer of employment we will require two satisfactory references and a valid PVG check.

Pensions

After your first three months of employment you may be eligible to join our Standard Life pension scheme as detailed in the Pensions Act 2008 (pensions auto enrolment). The organisation will pay 6% of your gross salary as an employer pension contribution. Employees will be required to make an employee contribution to satisfy the government legislation's minimum total contributions.