



LEGACY & ALUMNI LEAD – FUNDRAISING (PARTNERSHIPS)

Salary: £35–£40,000, based on experience, plus benefits package.
Contract: Full Time, Permanent, 37.5 hours a week.
Location: Anywhere, but with frequent travel to London office.

The Job (In a Nutshell)

Working closely with the Head of Partnerships, this exciting role is for an efficient and empathetic individual to steward former course participants, and develop the number of Outward Bound alumni who engage with the Trust, and their propensity to donate and leave a legacy. This role will also manage a varied caseload of legacy estates, from notification, to banking and thanking executors.

Who We're Looking For

A forward-thinking, organised and driven individual who will:

- Lead on and oversee all work with alumni and legacy donors. Providing outstanding relationship management and stewardship to all stakeholders.
- Work collaboratively with our alumni, to understand their objectives and generate income and legacy pledges from anyone connected to Outward Bound.
- Implement and maximise the strategy in this area, including significantly increasing the base of support in terms of the number of engaged alumni and value in terms of income, to help take fundraising to the 'Next Horizon' (the OBT strategy until 2030).
- Deliver timely correspondence and responses to queries across multiple channels, including email and social media, whilst developing engagement, interaction and income through campaigns, comms and events, which also deliver on The Trust's wider strategic objectives.
- Ensure that accurate records of all communications and actions are maintained for new and existing accounts on OBT's CRM system.
- Build close relationships with all departments across the Trust, including Fundraising, Education, Centres.
- Projecting income and expenditure, ensuring accurate and timely information is delivered to the Fundraising and Finance departments and presentations and reports are provided.
- Complete any other associated duties as may arise, develop, or be assigned in line with the broad remit of the post, including supporting wider Fundraising Team objectives.

Your Skills / Qualifications

We would like the candidate to have:

- A hands-on, efficient, organised, yet creative and ambitious mindset, to develop and deliver the next stage of the alumni engagement plan, in line with our wider fundraising plan and the overall vision of Outward Bound.
- Outstanding communication skills, to articulate with gravitas about the work, and in time history of Outward Bound, and the need for support. A brilliant relationship builder, to take stakeholders on a journey.
- Experience of being a team player, willing to accept responsibility, work enthusiastically, show initiative, offer diversity of thought, and proactively work to meet and exceed targets.



- Demonstrable experience and proven success in stewardship and development from any background in the charity and/or the commercial sector.
- Proven success in establishing integrated fundraising campaigns and maximising the value of existing donor relationships.
- Sound understanding of the legal, regulatory, and financial responsibilities of a legacy fundraising charity.
- Meticulous organisational and analytical skills, with a keen eye for detail, to manage a varied and pressurised workload.

You will be required to undertake an enhanced disclosure under the Disclosure and Barring Service.

Salary and benefits for Legacy & Alumni Lead

Salary: A competitive basic annual starting salary of £35-40,000, plus a performance related benefits package, for a 37.5 hour week.

Benefits:

- Annual Leave of 24 days, plus bank holidays, increasing by one day per year to a maximum of 30 days, plus bank holidays.
- Life Assurance: 3 x salary, covered from start date; includes Employee Assistance Helpline.
- 8 weeks' sick pay at full salary in any 12 months.
- Long-term Disability Insurance: 2/3 salary less state incapacity benefit after 6 months' absence for up to 5 years, covered from start date.
- Personal Accident Insurance, while at work or commuting.
- Health Cash Plan with Medicash: on application after completion of probation (6 months); taxable benefit
- Pension Scheme (currently Standard Life): Auto-enrolment of all staff after 3 months service
- Berghaus uniform items provided and the opportunity to purchase Berghaus products at discount.
- Employee assistance programme: with easy access to medical and mental health support. Ranging from instant GPs appointments to physio or counselling services.
- Staff bursaries: discounted course fees for family members.
- Childcare voucher scheme.

Plus!

- Personal Adventures – Outward Bound has a positive attitude to extended/unpaid leave (forward planning is required)

How to apply

For an informal chat, or if you have any questions about this role, please contact Dylan Carroll, Head of Partnerships, via dylan.carroll@outwardbound.org.uk or 07841 462 146. Alternatively, send a WhatsApp message with a convenient time, and Dylan will call you back to discuss.

To apply, please email in your CV with a **brief** explanation (in writing or visually) as to why you want this role, explaining your fit to the job description and the person specification. If applicable, we will then arrange a 15 minute Teams chat to break the ice, and if shortlisted, invite you into one of our offices for an interview. The deadline for applications is midnight on **29th September 2024**.