

POST TITLE	Senior Partnerships Adviser, Trusts and Foundations
SALARY	£45,392 (full-time). As this role is 21 hours a week (0.6 of full-time) the salary will be £27,235
LOCATION	Edinburgh, but could be partially or fully remote
WORK PATTERN	3 days a week / 21 hours a week
CONTRACT	18 months (2026 - 2027/2028, programme due to run until 2035)
LINE REPORTS	0
LINE MANAGED BY	Co-Head

Regenerative Futures Fund

Throughout 2023 a wide network of grassroots community organisations, local campaigners, funders, local authority leaders and facilitators came together around a vision for a new long-term community fund for Edinburgh.

This innovative, ten-year £15.8 million pooled fund aims to tackle the root causes of poverty and racism while contributing to a just green transition in Edinburgh. We are committed to equity, inclusion, and supporting leaders from diverse and marginalised communities.

After a over three years of building a network, co-design, learning, fundraising between 2021 and 2024, moving into Foundation Scotland and launching the capacity building phase between 2024 and 2026, the Regenerative Futures Fund will launch its ten-year programme in 2026.

Foundation Scotland

Since 1996, Foundation Scotland has distributed more than £170 million to charities and community groups across the country, creating happier, fairer, and more sustainable communities.

We support philanthropists to help their personal giving make the most difference. We work with donors to invest in community action that enables people and places to flourish. We work alongside communities to ensure that local funds are distributed by communities themselves. We offer social investment opportunities to enable social enterprises, community organisations and charities to grow and deliver positive social impact.

Purpose of Role & Pooled Fund Development

The fundraising target is £15.8 million. Currently there is £9.1 million committed. This comes from trusts and foundations, lottery, local authority and individuals. These commitments differ per funder but are commitments of between £100k and £2 million spread over between five to ten years.

We have strong relationships with funders in Scotland, and we are building relationships with UK funders. To date £4.9 million of the £9.1 million committed is from Scotland and UK based Trusts and Foundations, with commitments ranging from £500k over 5 years to £2 million over 10 years. There are a range of existing and emerging strong relationships and networks to build on, a strong pipeline and proposals that we hope to be invited to begin writing in the coming months.

This postholder will secure major gifts (typically at 5-7 figure level) from Trusts & Foundations. The role holder will research opportunities, prepare high-quality proposals and funding applications, steward funder relationships, provide professional advice, direction and input across fundraising and proposal writing. The postholder will lead on and assist colleagues in preparing written proposals for high-value gifts.

Key Responsibilities

Research and Prospect Management

- Identify suitable charitable trusts and foundations whose mission aligns with the Regenerative Futures Fund. Assess eligibility criteria, funding priorities, and application procedures, which vary widely across funders. Apply initiative to devise varied methods of engagement to establish a dialogue.
- Identify new opportunities for network building, including identifying and building connections to facilitate introductions to trustees or staff.
- Cultivate, solicit, secure and steward major gifts from trusts and foundations, typically in the 5-7 figure range, developing and writing proposals and funding applications to a high standard and with attention to detail.
- Maintain a prospect pipeline and calendar of deadlines.
- Work collaboratively with colleagues in other teams to support identification of prospective funders, ensuring no duplication of approach.

Proposal Writing

- Lead on the development and writing of proposals and funding applications to a high standard, ensuring accuracy, clarity and alignment with funder priorities and processes.
- Produce compelling fundraising propositions and collateral. Gather project information, budgets, and impact data from colleagues.
- Review Case for Support and adapt this regularly for key funder audiences.
- Collaborate on adapting and evolving existing materials to write and refine proposals for different types of funders – such as lottery funders, individual donors, private sector foundations and the public sector.

Relationship Management

- Develop positive, professional relationships with funders, respecting their governance and decision-making processes.
- Act as a point of contact for funder communications, responding to enquiries and providing updates as required.

Reporting, Compliance and Administration

- Support colleagues to produce high quality monitoring and evaluation reports.
- Keep accurate records of Trusts and Foundation contacts, proposals, research, prospects, communications and relationships in Salesforce database.
- Support the Co-Head with accurate recordkeeping across all areas of fundraising in Salesforce – individual donors, public sector, corporate partners, in addition to trusts and foundations.
- Work with the colleagues working on Monitoring, Evaluation, Accountability & Learning (MEAL) to gather insights, data and stories that strengthen donor confidence and long-term partnerships.
- Support the analysis and reporting of income and targets, to help with regular review of progress against targets and reporting to the Oversight & Enabling Board.
- Contribute to annual reports, donor updates and public communications that highlight impact.

Person Specification

We encourage candidates from diverse and nontraditional career paths, including those who have navigated the systemic barriers the fund focuses on personally or professionally.

Criteria	Essential	Desirable
Skills & Abilities	<p>Exceptional written communication skills, with the ability to craft persuasive, concise, and tailored proposals.</p> <p>Strong research skills to identify suitable funders and assess alignment.</p> <p>Ability to manage multiple deadlines and prioritise effectively.</p> <p>Strategic planning skills including project and change management.</p>	<p>Institute of Fundraising membership and/or courses.</p> <p>Experience of using Salesforce recordkeeping, fundraising and relationship management.</p>

Criteria	Essential	Desirable
	<p>High attention to detail, especially in budgets, data, and compliance.</p> <p>Ability to build positive, professional relationships with funders and colleagues. Persuasive with excellent interpersonal, diplomatic, influencing and negotiating skills.</p> <p>Adept with using CRM systems for recordkeeping, fundraising and relationship management.</p>	
Knowledge and Understanding	<p>Experience in Trusts and Foundations fundraising, and in securing major gifts of between 5-7 figures.</p> <p>Experience writing funding applications, proposals, case for support, bids, or similar persuasive documents.</p> <p>Knowledge of impact measurement. Understanding of charity finance.</p> <p>Awareness of fundraising principles, including donor stewardship and ethical fundraising.</p>	<p>Experience in other areas of fundraising such as major donor or legacy fundraising. Experience of submitting or being part of a submission team for large, complex and strategic bids.</p>
Programme Related Experience		<p>Professional or lived experience of the intersection between poverty and racism, or about the challenges related to environmental justice and its connection to racism and/or poverty.</p>
Personal Qualities	<p>Excellent interpersonal and communication skills, highly competent in bringing data to life in both verbal and written communication.</p> <p>Skilled at working in evolving situations, and able to think laterally about how to move work forward. The post holder will be expected to be knowledgeable and professional; inspire confidence; as well as bringing warmth and authenticity.</p>	

Criteria	Essential	Desirable
DEI Commitment	A strong commitment to Diversity, Equality, and Inclusion (DEI) and anti-racist practices.	
Digital Proficiency	Capable in the use of a range of digital platforms for productivity, management, and delivery of the role, with a particular focus on MS Office suite, Salesforce or other CRM databases, and relevant communications platforms and tools. Capable in project management skills, including use of related digital platforms.	

Flexibility and Eligibility

- Eligibility to work in the UK.
- Willingness to work flexibly, including some evenings and occasional weekends.

Note: Even if you don't meet all the criteria but believe you have something valuable to contribute, please get in touch with Leah Black (Co-Head) for a conversation.

The Benefits of Working for Us

In addition to a sense of fulfilment and the opportunity to connect with a wide range of people, Foundation Scotland offers the following benefits:

- A progressive pay system with benchmarked annual increases.
- Life Assurance at 3 times the annual salary.
- Defined contribution scheme with a 6% employer contribution.
- MS Office license for personal device use while employed by Foundation Scotland.
- 35 days of annual leave [all public holidays must be taken from this allowance].
- Training and development opportunities.
- Flexibility in working patterns and homeworking options.
- Employee Assistance Plan.
- Up to 2 days paid leave to undertake volunteering opportunities.

The Interview Process

Our interview process is designed to be transparent and supportive. Here's what you can expect:

- **Pre-Interview Information:** We will provide detailed information about the process before the interview to ensure you feel prepared and confident.
- **STARL Framework Guide:** We encourage the use of the STARL (Situation, Task, Action, Result, Long-term impact) framework for responding to behavioural interview questions. This framework emphasises Learning/ long-term impact, helping candidates, particularly those from non-traditional backgrounds, to effectively showcase their skills and experiences. How to use [STARL](#)
- **Supportive Environment:** Our interview approach aims to create a comfortable environment where candidates can express their authentic selves.
- **Feedback Opportunities:** Where possible we provide feedback opportunities to help candidates reflect on their interview performance and areas for growth, fostering a learning mindset.

How To Apply

1. **CV:** No more than three pages.
2. **Cover Letter:** No more than two pages.

Video Cover Letter Option

Alternatively, candidates are welcome to submit a video cover letter as part of their application, highlighting their unique skillset or experience.

Preferred Format and Tips

- **Duration:** Aim for around 2 minutes to keep your message concise and impactful.
- **Recording Device:** Use your phone, webcam, or video call platform like Zoom. If using your phone, record in **landscape mode (horizontal)** to ensure the video looks professional and fits standard video formats.
- **Filming Background:** Choose a simple, tidy background free from distractions. Natural light is best, so try filming near a window or use a lamp for additional lighting to ensure your face is well-lit. Ensure your background reflects a professional or neutral environment such as a home office, plain wall, or bookshelf.
- **Sound Quality:** Film in a quiet space to minimise background noise. Consider using earphones with a microphone or a dedicated mic to improve audio clarity.

Sharing Your Video

- Upload your video to a platform like YouTube or Vimeo.
- Save your video as "**Unlisted**" on YouTube so it's not publicly visible but can be viewed by anyone with the link. You can also set similar privacy settings on Vimeo.
- Share the link to your video in your application rather than sending the video file directly. This ensures easy access for the interviewer and avoids file size issues.

Content of Your Cover Letter

Use your video to explain how your skills and experience match the person specification outlined in the recruitment pack. Highlight your strengths, achievements, and any unique perspectives you bring to the role.

Equal Consideration

Both written and video cover letters will be considered equally during the application process, so choose the format that best represents you.

Recruitment Timeline

- Applications open – Tuesday 3 March
- Applications close – Monday 23 March
- Shortlisting – 24-27 March
- Interviews – Wednesday 22 April (this will be in-person in Edinburgh)

We welcome applications from people with disabilities and are committed to providing reasonable accommodations throughout the recruitment process and employment. Please contact Leah Black leah@foundationscotland.org.uk with questions prior to the deadline.

Further Information

About Regenerative Futures Fund

The Regenerative Futures Fund is a new ten-year community fund for Edinburgh that puts decision-making power into the hands of those who are most often excluded. It supports approaches to improve the lives of people living in poverty and experiencing racism, and contribute towards a just green transition, by enabling equity, power-sharing and long-term change. The capacity building phase of the fund launched in 2025 and the ten-year programme is due to launch in 2026.4

The fund aims to put the power of decision-making into the hands of the people most often excluded from making decisions and give organisations the freedom to think and plan for the long term. The fund has been co-designed by a group of individual activists with experience living in poverty, and local community organisations that work most closely with people in poverty.

The collaborative design process during 2022 – 2024 included residents, community organisations, funders, and local and national government. The fund will be spent down over 10 years with the programme due to end in 2036. Regenerative Futures Fund takes a systems change and preventative approach long-term change.

Further Reading

Website - [Regenerative Futures Fund | Working Together Towards A Regenerative And Just Future For Edinburgh | Community Fund | Scotland - UK](#)

Annual Report - [Regenerative Futures Fund's First Annual Report: July 2024 - September 2025 \(Year Zero\) – Regenerative Futures Fund | Working Together Towards A Regenerative And Just Future For Edinburgh | Community Fund | Scotland - UK](#)

Case for Support (updated Feb 2026) - [Funders – Regenerative Futures Fund | Working Together Towards A Regenerative And Just Future For Edinburgh | Community Fund | Scotland - UK](#)

Doing & Learning Updates - [doing and learning – News & Notes – Regenerative Futures Fund | Working Together Towards A Regenerative And Just Future For Edinburgh | Community Fund | Scotland - UK](#)

Operational Plan - [Operational Plan - Summary Version – Regenerative Futures Fund | Working Together Towards A Regenerative And Just Future For Edinburgh | Community Fund | Scotland - UK](#)

Learning Report on Co-Design - [Learning Report on the Development Phase – Regenerative Futures Fund | Working Together Towards A Regenerative And Just Future For Edinburgh | Community Fund | Scotland - UK](#)

Team Structure

The Senior Partnerships Adviser, Trusts and Foundations will work within a small team which comprises of four team members: two full-time Co-Heads, Co-Head (operations, governance, development) and Co-Head (participation, impact and communications), part-time Participation Lead and part-time Coordinator (currently being recruited).

The small team sits with the philanthropy team at Foundation Scotland. Additional freelance support is sourced when needed in areas such as communications, facilitation and fundraising.

Use of Data in Recruitment and Retention

At Foundation Scotland we collect applicant data through our Equality Monitoring Survey. The information in this survey will be used for monitoring purposes only and is intended to assist Foundation Scotland in maintaining equal opportunities best practice and identifying equality barriers for job applicants. Your responses are voluntary, kept strictly confidential and are not accessed by the shortlisting or interview panel.

Working Location

Foundation Scotland is a fully remote organisation and staff have working from home contracts. However, because this programme is focused solely on Edinburgh and our work is relationship-based, the team regularly work in-person from the Edinburgh Futures Institute. Due to the nature of this role we are open to this postholder working alongside the team or a combination of working remotely and working from Edinburgh Futures Institute.