

## Role profile

Job title	Fundraising Support Officer
Reporting to	Senior Fundraising Manager
Has reporting	None
Starting salary	Starting from £25,983
Job type	Full time, permanent
Location	Findhorn/ Dundreggan/ Home/ Hybrid
Additional requirements	None

## Trees for Life

Trees for Life stands at the forefront of rewilding in the Scottish Highlands. Hopeful and bold, we are committed to creating nature-rich landscapes that include and support people. Working on a grand scale, we aim to close the gap between people and nature.

Focusing on Scotland's spectacular Caledonian forest, we foster biodiversity and encourage natural processes essential to life. From the iconic red squirrel to the elusive lynx, we are working to bring more life back to our landscapes.

Rewilding is a shared journey. Together with communities, we are restoring Scotland's natural and cultural heritage while supporting local livelihoods. Join us on this path of hope and positive action. Rewild the Scottish Highlands.

## Dundreggan and the Rewilding Centre

Dundreggan is our 10,000-acre estate in Glenmoriston between Loch Ness and Skye. Since 2008, the estate has been transformed by Trees for Life and its volunteers into one of the best examples of forest restoration in Scotland. It includes a ground-breaking tree nursery and is where many volunteers come to take part in rewilding projects.

The Rewilding Centre opened in April 2023 and serves as a gateway to make Dundreggan, and the work being done here, making rewilding more accessible to a broader audience. It operates under the Enterprises arm of Trees for Life and is a commercial business.

The site includes an innovative visitor centre, a café, 40-bed accommodation, events and educational facilities. The Rewilding Centre welcomes visitors of all ages, interests and backgrounds to explore the natural, Gaelic and cultural heritage of the Highlands and be inspired by rewilding initiatives, including the restoration of the Caledonian forest.

## Join the Trees for Life team!

Join our friendly, values-driven team, taking practical steps to rewild the Scottish Highlands. We offer competitive pay and benefits, flexibility, great working culture, and much more. We welcome applicants from all walks of life, with diverse backgrounds, cultures, perspectives, and experiences.

If you require any adjustments during our recruitment process, that would enable you to do as well as possible in the process, please let us know.

Don't meet every single requirement? That's okay. We're committed to building an inclusive team, and we know that skills and experience come in many forms. The right mindset, attitude, and potential to grow are just as important to us as ticking every box. If you're excited about this role, meet the core criteria and feel you can make a meaningful contribution – please apply.



### Our values

Our values are at the heart of our mission to rewild the Scottish Highlands, guiding us in everything from the daily rhythms of office life to the development of our landscape-scale initiatives.

#### *We are Bold*

We are an ambitious charity with a critical purpose. For us, being bold means thinking about landscape restoration on a grand scale, embracing innovative rewilding methods and challenging the status quo. This approach ensures that every step we take is a bold stride toward a revitalised, thriving natural landscape.

#### *We are Collaborative*

Our approach, deeply rooted in community and collaboration, involves working closely with local communities, conservation groups, landowners, and volunteers. Finding common ground and working together we will initiate positive solutions to the twin climate and biodiversity crises.

#### *We are Pragmatic*

We embrace pragmatic and sustainable solutions in everything we do. We are always mindful of our duty to our supporters, our volunteers, our staff and above all to Scotland's wild forest. By adopting practical solutions, we safeguard our efforts and ensure a resilient future for our initiatives.

## Overall purpose of the job

To provide high-quality administrative, data and relationship-management support to the Fundraising team so that Trees for Life can provide outstanding stewardship to our donors. This role will help grow unrestricted and project income from corporate partners, trusts and foundations and major donors. The post-holder will help ensure that fundraising activity and reporting is well supported, insight-led and financially robust, acting as a vital link between frontline conservation teams, finance, and fundraising.

## Key liaisons

This post will work closely with the Senior Fundraising Manager, our Fundraising Partnership Managers, the Head of Fundraising and Marketing, the Trees for Life finance team and our operational field teams.

## Key responsibilities

- Maintain and update fundraising data in our CRM (Beacon) with 100% accuracy, producing regular reports for the fundraising and management teams.
- Co-ordinate the proposal and reporting timetable across corporates, trusts & foundations and major donors, ensuring all deadlines, acknowledgements and stewardship actions are met.
- Prepare first-draft funding proposals that demonstrate importance, outcomes, timelines and costs of rewilding initiatives, drawing on information supplied by SMT, field teams and the finance department.
- Prepare first-draft impact reports for funders that highlight the progress and impact of that has been enabled by donor support.
- Help track income, pledges and expenditure against project budgets; raise purchase orders and code invoices correctly – building coherence between our finance and CRM systems.
- Support cultivation and stewardship events, including compiling guest lists, sending invitations, managing RSVPs and producing briefing packs.
- Draft and send timely, personalised thank-you letters, certificates and updates to supporters.
- Research prospective funders and corporate partners, compiling concise briefing notes.
- Serve as the day-to-day contact for corporate partners giving £1-5k annually, and workplace-giving champions, providing materials and updates.

- Champion best practice in data protection, Gift Aid and fundraising regulation, flagging any risks or compliance issues.
- Contribute ideas for improving systems, processes and supporter journeys, and take the lead on agreed mini-projects (e.g. refreshing the corporate welcome pack).

## Person specification

The successful candidate for the role will be:

- Passionate about nature restoration and the mission of Trees for Life.
- Methodical, organised and able to juggle multiple deadlines without losing detail.
- A team player who enjoys collaborating with a wide range of colleagues and supporters.
- Comfortable working with figures, budgets and large data sets.
- Proactive and willing to take ownership of tasks, seeing them through to completion.

## Knowledge and experience

### Essential:

- At least one year's paid experience in a fundraising, grant-making or sales support role.
- Working knowledge of a CRM database.
- Proven track record of producing clear written material such as proposals, reports or marketing copy.
- Experience of financial administration: coding invoices, reconciling income, basic budget monitoring.

### Desirable:

- Experience of supporting relationships with corporates, trusts/foundations or high-net-worth individuals
- Knowledge of fundraising regulation, GDPR and Gift Aid rules
- Understanding of conservation, rewilding or environmental grant funding
- Event support experience (virtual or in-person)

## Personal attributes

- Positive, can-do attitude and a willingness to learn
- Discreet and empathetic, able to handle confidential information sensitively
- Resilient under pressure and adaptable to changing priorities
- Excellent interpersonal skills – warm, professional and persuasive

## Skills and competencies

- Strong written skills with the ability to tailor tone and content for different audiences
- Numerate, with the ability to interpret financial information and present it clearly
- Advanced IT skills: CRM, Excel, Word, PowerPoint and online research
- Skilled at building rapport quickly – by phone, email and face-to-face
- Keen eye for detail and data quality, spotting anomalies and correcting them promptly
- Ability to translate technical or conservation jargon into compelling, donor-friendly language

## Working conditions and special demands

- Based at our Findhorn or Dundreggan offices, with the option for hybrid home working.
- Occasional travel to field sites and donor meetings across Scotland; some evening or weekend work to support events (time off in lieu given).
- All staff share responsibility for health and safety and for minimising the organisation's environmental footprint.