

Development Officer (Scholarships, Bursaries and Prizes)



Role Description

GRADE

Grade 4

LOCATION

Hybrid, a mixture of home- and office-based.
Team base at Sighthill campus

LINE MANAGER

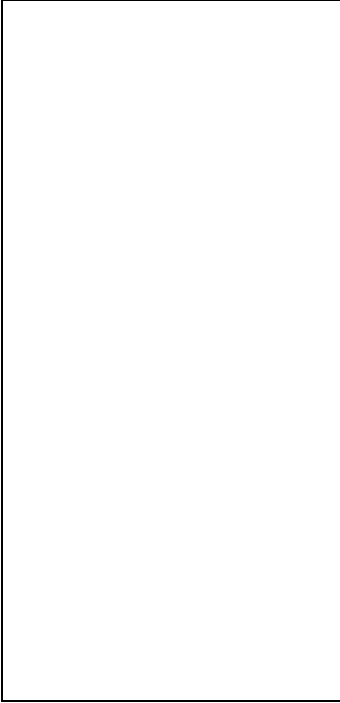
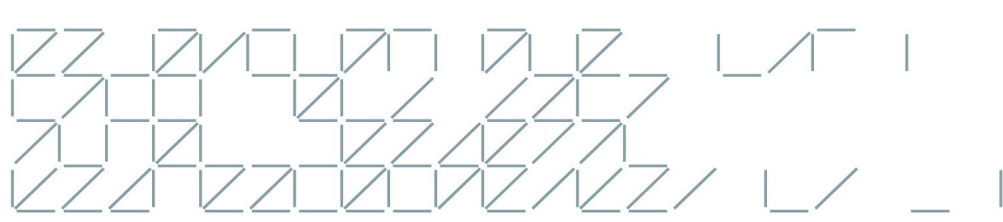
Development Manager

Role Summary

The main responsibility of the Development Officer (Scholarships, Bursaries and Prizes) is to deliver both the fundraising and operations of the University Scholarships, Mobility Awards and Prizes programme, including generating philanthropic income, providing stewardship to donors and engaging with recipients.

This role is one half of the Student Support fundraising team within the wider Development and Alumni Relations team and will work together with the Individual Giving Officer (the other half) to develop scholarships and other things that add value for students. The Individual Giving Officer develops student fundraising and their focus includes the regular giving programme, legacies, appeals and the annual impact report).

This will involve developing a portfolio of business and individual donors to grow the scholarships programme. It involves working strategically across the University to ensure the smooth functioning of the scholarships and coordination with other departments, principally the Academic Schools and Student Funding. The University utilises a system called Find-a-Fund for which the postholder is expected to be the expert user and also take responsibility for developing how it is used in the future.



The postholder will have primary responsibility for fundraising and stewardship of relationships relating to scholarships, including ensuring good quality case studies are available and will ensure that good and timely reports are produced to connect donors with the students they have funded.

The postholder will also work on finance and budgets relating to scholarships, prizes and non-governmental hardship funding through the Edinburgh Napier University Development Trust.

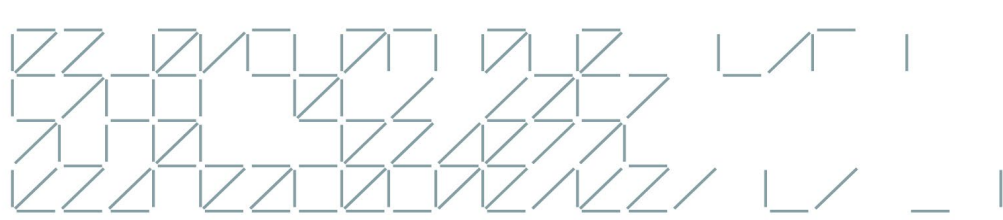
The role holder will be required to communicate with and meet donors, students, and academics, as well as attend events, which will require travel and working outwith normal office hours.

Line Management Responsibility for:

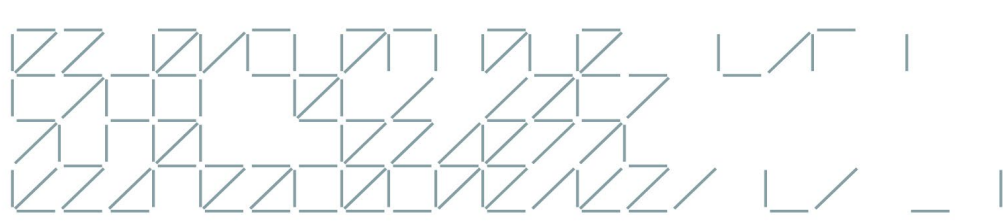
This role does not have any line management responsibilities

Main Duties and Responsibilities

- You are an outward facing philanthropic fundraiser tasked with generating income to meet targets from corporate and individual donor relationships to grow new scholarship and bursary funding (roughly 70% of time).
- The role also has responsibilities for distributing funds to students through a variety of channels (roughly 30% of time). See below for more details:
- This role is a key part of the Student Support Fundraising Team, along with the Individual Giving Officer.
- In line with the department Fundraising plan, lead the development and implementation of strategy to grow named scholarships, bursaries and prizes. Jointly with the Individual Giving Officer own the strategy for student support fundraising.
- Secure meetings and develop opportunities to acquire new scholarships, particularly focusing on priority areas like widening access to education, supporting entrepreneurship and developing employability.
- Lead on the production of individualised stewardship for named scholarships and grants, supporting the Individual Giving Officer in the production of broader focused stewardship materials.
- Use ENU house-style for communications to ensure relatability and connection with other University communications.



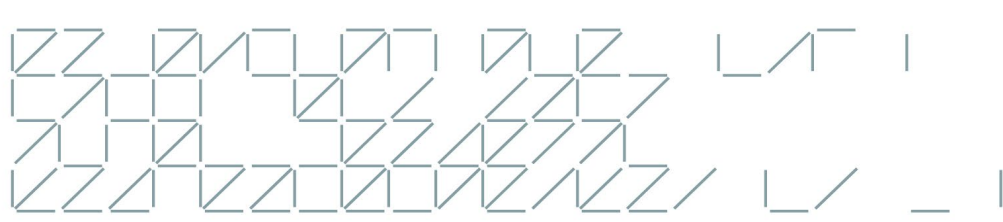
- You will support the production of Stewardship materials, particularly the annual Donor Impact report.
- Collaborating with the Individual Giving Officer, source stories and draft content for all associated communications to use for internal and external purposes.
- You will lead on the annual events around Graduation focused on highlighting the impact of scholarships and prizes.
- You will share responsibility for updating and maintaining the Edinburgh Napier Fundraising webpages and build an online presence through various channels.
- You will be the first point of contact in administering the University's Awards Management system (Find-a-Fund) and the portfolio of philanthropic funding opportunities offered by ENU. This will include improving and refining the operation of the system over time to best serve the University's students.
- Work closely with Student Funding to ensure smooth running of Find-a-Fund and student support delivery.
- Over time become expert on the operation and maintenance of the Find-a-Fund system
- Deal with queries and issues flagged for the Development team in the shared Find-a-Fund inbox.
- Responsible for maintaining accurate records of awards. Work with Finance Assistant to:
 - administer awards made, ensuring student grant spend is as applied for and maintaining auditable records.
 - Manage the budgets for various student scholarship and grant programmes, including setting long-term spending plans to ensure financial sustainability.
- Liaise with colleagues across the University Schools to efficiently oversee all philanthropic student support income and expenditure for scholarships, grant awards and prizes at the university. This may include chairing awarding panels comprised of colleagues from different schools and departments.
- The postholder assesses student funding applications and is responsible for ensuring Development Trust funding is targeted fairly and effectively in line with the University's policies and goals.
- Working together with your colleague the Individual Giving Officer you will work to:
 - Maintain relationship with students throughout their scholarship or grant award and, , engage them in reporting to funders to showcase use of funds.
 - This will include developing a schedule of events and marketing materials that inform student and academics about funding streams.
 - Design and implement the donor recruitment and stewardship plan, pulling together relevant updates for donors by sourcing information from project champions, students and compiling the information into written case for support and stewardship reports.
 - Compile stories on donors and academic and student recipients that can be used across printed, digital and other channels.
 - This may include travel and working outwith normal office hours.



- Maintain records so that the prospect and pipeline reports are accurate, clear and relevant.
- To carry out other tasks in support of the development and alumni team as required
- Role model the [University's values & behaviours](#);
- Be responsible for ensuring that the information and records processed (received, created, used, stored, destroyed) on behalf of the University are managed in compliance with all applicable legislation, codes and policies e.g. [Data Protection](#), [Information Security](#) and [Records Management](#).

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Education / Qualifications		
<ul style="list-style-type: none"> • Further or higher education, or relevant work experience 	✓	
Skills / Experience		
<ul style="list-style-type: none"> • Experience of sales or soliciting donations from companies or individuals. 	✓	
<ul style="list-style-type: none"> • Experience of assessing funding applications and liaising with applicants. 	✓	
<ul style="list-style-type: none"> • Experience of basic accounting procedures, including overseeing income and expenditure accounts 	✓	
<ul style="list-style-type: none"> • Experience of working in a customer focused role, which has included dealing with queries and resolving issues. 	✓	
<ul style="list-style-type: none"> • Experience of writing formal reports, case studies or papers. 	✓	
<ul style="list-style-type: none"> • Extensive experience using CRM systems for data management and reporting 	✓	
<ul style="list-style-type: none"> • Excellent organisational skills 	✓	
<ul style="list-style-type: none"> • Excellent IT skills – Word and Excel to intermediate level and working knowledge of databases 	✓	
<ul style="list-style-type: none"> • Excellent oral and written communication skills 	✓	
<ul style="list-style-type: none"> • Ability to prioritise and work on own initiative 	✓	



• Experience of assessing financial hardship and/or academic merit in applications	✓
• Experience of working with online awards management systems.	✓
• Experience of updating and maintaining websites	✓
• Experience of working with students in an advisory capacity	✓
• Experience of working in a fundraising or charitable environment	✓
• Knowledge of relational databases – in particular Raiser’s Edge	✓
• Ability to communicate effectively with senior academics	✓
