**Advancement**

Sitting within UHI’s Economic Development and Advancement directorate, our advancement team is responsible for raising and managing funds that make a difference to the UHI partnership, playing a crucial role in securing philanthropic support for UHI’s students, faculty, facilities, and programmes.

The team develop and maintain long-term relationships with UHI’s supporters, individual, corporate and trust and foundation donors and their beneficiaries, and our growing alumni community. Scholarships, prizes and awards, including engagement with students and academic staff, also fall within the team’s remit.

**Advancement Manager**

We are looking for an enthusiastic and motivated individual to join the Economic Development and Advancement directorate as Advancement Manager.

The ideal candidate will be proactive, adaptable, and passionate about building meaningful relationships with a range of UHI donors and supporters. They will have strong fundraising and communication skills and the ability to engage confidently with internal and external stakeholders, fostering trust and collaboration. A keen eye for detail, excellent organisational and team management skills, and the ability to manage multiple priorities to tight deadlines are essential.

This role will focus on leading a small team to identify and secure philanthropic income, with an emphasis on cultivating relationships with individual donors, corporate partners, UHI alumni and other supporters. The post-holder will play a key role in delivering UHI’s fundraising priorities, particularly in securing funding for student support initiatives and strategic institutional projects.

They will develop compelling funding proposals, manage stewardship activities, and provide guidance to academic and professional services colleagues on securing philanthropic support. By working closely with partners across the UHI partnership, they will help to maximise funding opportunities.

The successful candidate will have experience in fundraising, stakeholder engagement, business development, or relationship management. A track record of personally securing philanthropic funding or forming strategic partnerships would be advantageous, as would experience in preparing persuasive proposals and reports.

A detailed job description and person specification for the post are attached.

Applicants with informal questions are encouraged to contact Shona Clyne, acting Director of Economic Development and Advancement, by email to shona.clyne@uhi.ac.uk.

**Pay and Benefits**

This role is linked to grade 7 on the UHI payscale.

The starting salary for this position will normally be in the range £41,360 to £43,880 per annum. For exceptional candidates a higher salary up to the top of the grade (currently £47,947per annum) may be available.

This post is permanent, full time and will involve working 35 hours per week on a working pattern as agreed with your line manager.

The workplace pension scheme we provide to workers at grade six and above is the Universities Superannuation Scheme (USS). This is a qualifying pension scheme, which means it meets or exceeds the government’s standards. Full information on the scheme can be found at <http://www.uss.co.uk/Pages/default.aspx>.

Full-time posts carry a total of 39 days leave per annum (pro rata for part-time posts). It is practice that, with the exception of a Christmas and New Year closure, leave may be taken at any time of year, subject to the requirements of the post and department and with the permission of your line manager.

**Recruitment Process**

When completing the application form please ensure that you clearly evidence how you meet the selection criteria identified on the relevant person specification.

**The deadline for submitting your application is 30 March 2025 at 11.59pm.**

**Interviews to be arranged.**

If you have any queries regarding our recruitment and selection process, or if you would like to request any reasonable adjustments to either the recruitment process or the prospective job, please contact the [HR team](mailto:personnel@uhi.ac.uk) as soon as possible.