

**Job Description & Person Specification**

Job Title: **Corporate & Events Fundraising Officer**

Responsible to: **Head of Fundraising**

Salary: **£22,405-£26,949 per annum (pro rata)**

Hours: **Full time (35 hours per week). This post may require some evening and weekend work**

Location: **Based at Visibility Head Office, 2 Queens Crescent, Glasgow**

**with occasional travel across Scotland**

Contract: **Fixed term until 31 March 2020**

**JOB DESCRIPTION**

Job Purpose

As part of a small and enthusiastic fundraising and marketing team, the Corporate & Events Fundraising Officer will be supported by the Head of Fundraising, and is responsible for securing income from corporate supporters to ensure that annual income targets are achieved. The postholder will also be responsible for organising and delivering a wide range of fundraising events, liaising with colleagues across the fundraising and other departments. The postholder will also be responsible for providing excellent account management across these disciplines, encouraging a ‘giving mentality’ with both existing and newly identified supporters.

Due to the nature of this post, the Corporate & Events Fundraising Officer will be confident in building relationships with people at all levels, including our supporters, service users and other key stakeholders. This includes communicating with a wide range of external stakeholders from our supporters, service users and the general public. A resourceful approach is necessary, with the ability to build a rapport with a wide range of audiences.

Specific Duties & Responsibilities

* Corporate Fundraising:
  + Maintain and develop our existing corporate relationships including the provision of excellent account management, designing and delivering bespoke communications.
  + Identify, secure and develop new corporate partnership opportunities, including ‘Charity of the Year’ opportunities, corporate donations, sponsorship opportunities, employee fundraising, payroll giving and gifts in kind.
  + Represent Visibility at external corporate events and a wide range of networking events.
  + Maintain and develop knowledge of Scotland’s corporate sector ensuring all fundraising opportunities are maximised.
  + Prepare a corporate fundraising strategy, with support from the Head of Fundraising.
* Events:
  + To research, identify and act on new events opportunities for Visibility (Quiz Nights, Burns Supper, etc.), and promote these events to a wide audience and to secure sponsorship and prizes for these events.
  + To manage Visibility’s existing sponsored events (Mud Rush, Zip Slide, etc) and look for new sponsorship opportunities; and promote these to a wide range of audiences, providing individuals with help, support and fundraising materials.
  + To develop an annual communication plan for all events.
* Other key duties and responsibilities:
  + Work closely with the Community Fundraiser & Communications Officer to encourage corporate supporters to take part in sponsored event/team challenges.
  + To issue small trust applications as advised by Head of Fundraising.
  + Ensure Visibility’s database is fully updated with all supporter contact, including donations, letters, meetings, phone calls, etc.
  + Ensure all gifts are thanked promptly.
  + Produce financial and activity reports on corporate fundraising as required.
  + Contribute to the overall fundraising strategy.
  + To contribute ideas to Visibility’s ongoing development with specific reference to corporate fundraising.
  + Be willing to learn accessible formats.
  + To support Visibility in raising funds wherever necessary.
  + To carry out risk assessments where appropriate and be aware of health and safety issues.
  + To become familiar with Visibility services, establishing good, productive, team working relationships with colleagues.
  + To make effective use of training opportunities made available through Visibility and other appropriate organisations.
  + To work within the policies of Visibility.
  + Any other tasks which may be reasonably asked of the postholder.

**PERSON SPECIFICATION**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Professional Skills** |  |  |
| Qualified to degree level or equivalent demonstrable experience |  | **✓** |
| Member of the Institute of Fundraising |  | **✓** |
| Evidence of continued professional development | **✓** |  |
| **Experience & Knowledge** |  |  |
| Proven track record in securing income from corporate supporters | **✓** |  |
| Experience of donor development, undertaking appeals, trust fundraising, event and corporate fundraising. | **✓** |  |
| Experience in organising a range of large and small events to raise monies in line with income targets. |  |  |
| **Communication Skills** |  |  |
| High degree of written and verbal skills | **✓** |  |
| Ability to communicate well with a wide range of people | **✓** |  |
| Ability to work on own initiative and as part of a team | **✓** |  |
| **Other Abilities and Skills** |  |  |
| Good project management and organisational skills with the ability to meet deadlines and prioritise work | **✓** |  |
| Self-motivated and strong problem solving skills | **✓** |  |
| Proven experience with current versions of Microsoft Office, PowerPoint, Access and Excel packages, email systems and other relevant computer systems | **✓** |  |
| Competent with social media and the ability to design and approve content | **✓** |  |
| **Personal Qualities** |  |  |
| Enthusiasm and a sense of humour! | **✓** |  |
| The ability to cope with limited resources, seize opportunities and think creatively | **✓** |  |

**ADDITIONAL INFORMATION**

* Annual leave entitlement: 25 days annual leave and 12 days public holidays
* Pension: Visibility employees are automatically entered into The Pensions Trust pension scheme which is a contributory scheme.
* References: This appointment is subject to satisfactory references.
* PVG/Disclosure: This post is subject to a standard disclosure under the Police Act 1997 (Part V).
* Probationary procedures: This post is subject to a 6 month probationary period.
* Equal Opportunities: Visibility is committed to Equal Opportunities and welcomes applications from all candidates whatever their age, race, nationality, religion, ethnic or national origins, gender, marital status, sexual orientation, or disability.
* Application process: Please complete the application form and send to [info@visibility.org.uk](mailto:info@visibility.org.uk) or post to Visibility, 2 Queens Crescent, Glasgow, G4 9BW by Monday 14th January 2019 at 12 noon.

**Please note that interviews will be held in Glasgow on Thursday 31st January 2019**