

**JOB DESCRIPTION**

**Job Title:** TrustFundraiser

**Hours:** 17.5 hours per week - Flexible Working

**Salary:** £26,060 Pro-rata Per Annum + Pension **Responsible to:** Chief Executive

# Main Purpose of Job:

To increase revenue for Midlothian Sure Start as well as promoting the Organisation, through a variety of fundraising, marketing and communication activities.

# Main Tasks

* To develop an agreed fundraising strategy
* To achieve agreed grant income targets through writing successful grant applications and supporting the organisations tendering
* To maintain an up to date working knowledge of funders and their criteria, through ongoing research of potential trust and grant funders
* To sustain excellent relationships with current funders and develop similar with new and prospective funders to prompt ongoing and increased giving
* To ensure that funders receive accurate outcome focused reporting information within agreed timescales

## Donor Acquisition & Development

* Research sources of potential income including Corporate bodies, trusts and donors;
* Develop and maintain a fundraising database;
* Create engagements plans and make approaches to those prospects identified;
* Match external funding opportunities with internal priorities;
* Manage the Organisation’s relationships with Corporate bodies, trusts and donors;
* Create and regularly review tailored engagement and development plans for each allocated donors, analysing key information to inform actions aimed at maintaining or increasing support; and,
* Lead on agreed actions with these donors, including:
  + Writing and submitting proposals & reports;
  + Setting up and attending meetings and project visits;
  + Briefing and debriefing colleagues as necessary;
  + Obtaining information and consents from colleagues and families; and,
  + Ensuring invitations are issued to appropriate events.

## Tenders

To work as part of a team to identify and respond to tender opportunities when they arise, working with colleagues from across Midlothian Sure Start.

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## Monitoring & Evaluation

* Develop an income and activity plan;
* Monitor and evaluate the activity plan, providing reports to the Senior Management on a regular basis;
* Work collaboratively with colleagues to ensure that all income opportunities are maximised;
* Undertake and manage both discrete and ongoing projects which aim to improve internal processes or facilitate fundraising; and,
* Maintain accurate and complete records of donor details and communications.

## General

* Attend in service staff training;
* Work as part of a team;
* Attend regular support and supervision sessions
* To ensure all activities comply with appropriate legal requirements, policies and fundraising compliance standards;
* Attend regular staff meetings;
* Any other reasonable tasks, as delegated by your line manager; and
* Understand, adhere to and implement the Organisation’s policies and procedures.

## Equal Opportunities

To adopt an approach which challenges within self and others, attitudes, assumptions and behaviours which discriminate, prevent participation and foster disadvantage. In all areas of work to

show a commitment to implementing Equal Opportunity Policy, including monitoring and evaluation.

# Education/Vocational Qualifications Required

A Graduate Level qualification that demonstrates expertise in writing, communication and advocacy is desirable. A child protection certificate or commitment to undertake one is essential.

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# Person Specification

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Skills & Qualities** | * Commitment to the ethos and values of MSS * Educated to degree level in a relevant subject or can demonstrate equivalent skills through on‐ going professional/personal development * Experience in managing a Community Fundraising strategy * Demonstrable success in fundraising from trusts, grants, donors and Corporate Partners * Track record of successful revenue generation and meeting target * Experience working in the voluntary sector * Ability to research and lay out clear and concise written arguments * Excellent organisational skills * Ability to work under pressure and prioritise workload. * Ability to work independently and use own initiative * Ability to work with a diverse range of stakeholders * Ability to work as part of a team and contribute to team goals * Confident and competent public speaker * Excellent IT skills * Creative and adaptable * Commitment to achieving personal and organisational objectives | * Experience of problem solving * Member of the Institute of Fundraising Scotland * Experience working with children and families is highly desirable; * Literate and competent in the use of Fundraising Databases, Microsoft Office and Social Media |
| **Experience** | * Proven track record as a successful Fundraiser with a minimum of 2 years’ experience * Up to date awareness and understanding of charity, especially trust, fundraising * Knowledge of legislative frameworks and good practice that supports fundraising management * Successful track record of relationship development with funders * Successful track record of effective reporting to funders * Achievement of personal agreed fundraising targets | * Experience of the use of Social Media for the promotion of charity activities. * Submission of successful tenders * Working as part of a successful fundraising team |

