**

JOB DESCRIPTION

JOB TITLE: Fundraiser

HOURS 20 hours per week over 5 days - flexible

REPORTS TO: Operations Manager

RESPONSIBLE FOR: None

MAIN JOB PURPOSE: To maximise income for Spinal Injuries Scotland.

General Duties and Responsibilities

* To help develop, implement and continually evaluate the fundraising strategy to maximise potential income for the Charity
* Undertake detailed research into Community, Grant and Partnership funding
* Liaise with staff, volunteers and service users to identify new activities that can be presented as new funding opportunities, submit appropriate applications to funding organisations in line with the charity’s objectives
* Maintain and continually develop feedback systems, prepare engaging, timely reports to funders, including outcomes and evaluation and solicit repeat funding
* Experience in using social media for activities and the ongoing development of our digital platforms
* Regular reporting on income
* Identify training needs and attend fundraising courses, activities and networking events as agreed with the Operations Manager
* Actively identify and pursue companies who may be willing to donate auction prizes
* To achieve annual agreed performance standards and targets
* Support charity members, individuals and organisations who organise their own fundraising events, supply information and materials and giving encouragement to maximise their fundraising
* Actively promote fundraising activities through our website, social media and other channels

**Personal skills and attributes:**

* Be able to hit the ground running with current and new applications for funding
* Excellent interpersonal skills and ability to manage and develop relationships with the charity’s supporters
* Proven success record in achieving targets
* Experience of managing and prioritising your own workload
* The successful candidate will be full of energy, highly organised and have the ability to engage with stakeholders in various contexts
* Demonstrate excellent communication skills with the ability to relate to, and meet the needs of a range of audiences
* Experience in managing social media accounts
* A talent to research potential funders and write compelling cases for support
* Support with general administration tasks, fundraising activities and events.