

## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Community Fundraiser (Scotland)
<b>STATUS:</b>	Permanent
<b>HOURS:</b>	Full-time 9.00am – 5.30pm  37.5 hours per week  JDRF operates a flexible working hours policy
<b>SALARY:</b>	£25,300 - £29,800 per annum inclusive per annum inclusive
<b>HOLIDAY:</b>	25 days per annum plus statutory public holidays
<b>LOCATION:</b>	Westhill, Aberdeen
<b>REPORTS TO:</b>	Senior Regional Fundraiser (Scotland)
<b>DIRECT REPORTS:</b>	N/A
<b>KEY INTERNAL RELATIONSHIPS:</b>	Scotland Team, Head of Regional Fundraising, Regional Fundraising Teams, Finance Team, Communications Team, Community Engagement Team
<b>KEY EXTERNAL RELATIONSHIPS:</b>	Regional JDRF supporters, suppliers, senior level corporate contacts and volunteers, high net worth supporters and volunteers, healthcare professionals

JDRF is the type 1 diabetes charity, improving lives until we find the cure. We fund research to cure, treat and prevent type 1 diabetes. We also provide information for

children and adults living with the condition at all stages, from diagnosis and beyond. We give a voice to people with type 1 diabetes and campaign for increased focus on, and funding for, research to find the cure.

We want our employees to be committed and prepared to go the extra mile to assist us in finding the cure for type 1. Whatever your role is within JDRF you can be guaranteed that your work will always be rewarding. Get involved and use your skills to help JDRF find the cure for type 1.

### **DEPARTMENT**

This role sits within JDRF's ambitious and successful Fundraising department which includes Regional Fundraising, Donor Marketing, High Value Partnerships, and Challenge Events. We have seen significant year on year income growth in recent years due to the hard work and commitment of our experienced fundraising teams based across the UK.

The role forms a key part of the Scotland team which builds close relationships with supporters and with the local community to build JDRF's profile, increase support across the board and grow our fundraising income.

### **PURPOSE OF THE ROLE**

To take responsibility for the operational management and participant recruitment for two core JDRF events and any additional fundraising events and initiatives that may arise.

To take ownership and responsibility for third party fundraising from individuals, groups and schools as well as regularly researching new prospects to approach for fundraising asks and provide outstanding stewardship and support.

Maximise the fundraising contribution of existing supporters by providing a high level of supporter care on an on-going basis and appropriate to their needs and income potential.

To work with the Senior Regional Fundraiser (SRF) and Development Manager (DM) and other team members to ensure the success of all events and that the team meets income and expenditure targets.

Assist the SRF and DM in identifying and developing new initiatives, developing business cases for new initiatives. Keeping up to date with the fundraising market, identifying trends and competitor activity and regularly researching prospects to approach for fundraising asks.

To maintain office administrative systems including shared files, the database and financial procedures.

### **KEY RESPONSIBILITIES**

Work closely with the Senior Regional Fundraiser and the Development Manager on the delivery of the Scotland strategy and operational plan.

To organise and implement a range of fundraising events in the region including the core JDRF One Fun Run and One Walk and the Aberdeen Gala Ball, managing the budget and ensuring that financial targets are met.

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To develop and grow relationships with corporate partners.

To implement and take responsibility for outreach work in the region including delivering Type 1 Discovery Days and keeping in regular contact with clinics.

Provide administrative support in the region such as: financial administration, office administration (including stock control) and data entry.

Attend events on behalf of the charity, receiving donations and delivering presentations on the charity's work to a wide variety of audiences, engaging people with JDRF and encouraging them to fundraise. This includes liaison with the media.

Take responsibility and to manage third party/community fundraising in the area and meet agreed annual fundraising targets and objectives. Develop new opportunities for fundraising and to build community relationships with education establishments, clubs, groups and businesses by using a range of tools including face to face meetings, talks, presentations, networking, mailings and telephone.

Take responsibility for developing agreed specific geographical areas in North Scotland, identifying and building relationships with key supporters.

Support key fundraising campaigns ie Type 1 Tea Party, World Diabetes Day and Virtual Events working collaboratively with other departments to ensure the campaign is maximised within the region.

Manage and develop relationships with supporters, delivering excellent levels of supporter care including motivating them and recognising their achievement to encourage their long term support.

Work with the Community Engagement team to plan and deliver designated regional outreach events for the type 1 diabetes community including Discovery Days.

Work with the Communications team to create and develop a range of materials and products to support all fundraising activities and events.

Develop and maintain regional specific communication materials including e-newsletters and newsletters. Promote events and opportunities in the region eg. via the website, social media and other formats as appropriate.

Ensure the region is up to date on administrative and financial processes, including updating the database (Donor Flex) and thanking supporters in a timely manner. Respond to enquiries on the phone or by email, within agreed departmental guidelines.

With the Regional Fundraiser, manage office-based volunteers and identify volunteering opportunities within the region.

Work in partnership with other fundraising teams and the wider organisation to maximise the total lifetime fundraising potential of supporters for JDRF.

Work at all times in compliance with the Institute of Fundraising Code of Practice, Fundraising Regulator and JDRF's policies.

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Assist the Senior Regional Fundraiser and Development Manager with the review, analysis and future planning for North Scotland and complete any other duties and responsibilities as requested, commensurate with this role.

Have a good working knowledge of JDRF's vision, mission and research.

## PERSON SPECIFICATION

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Criteria	Essential	Desirable
<b>Experience:</b>	<ul style="list-style-type: none"> <li>• Fundraising experience in either events or community / regional fundraising</li> <li>• Event management experience</li> <li>• Experience and understanding of good donor management</li> <li>• Experience of working to budgets and plans</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with volunteers</li> <li>• Corporate fundraising experience</li> </ul>
<b>Skills:</b>	<ul style="list-style-type: none"> <li>• Excellent presentation skills</li> <li>• Confident in managing multiple projects</li> <li>• Ability to organise and prioritise workload, manage time efficiently and meet deadlines</li> <li>• Ability to prepare detailed reports and proposals and deliver these to external audiences</li> <li>• Attention to detail</li> <li>• Excellent interpersonal and communication skills</li> <li>• Can work independently under own initiative and cooperatively as part of a fundraising team</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of fundraising law and practice</li> <li>• Experience of using a recognised CRM database.</li> <li>• Ability to monitor income and expenditure budgets.</li> </ul>

	<ul style="list-style-type: none"> <li>• Skilled at developing and maintaining internal and external working relationships at all levels</li> <li>• Proficient in Microsoft Office, particularly Word, Excel, Powerpoint and Email.</li> <li>• Confident working under pressure and in a busy environment</li> </ul>	
<b>Personality:</b>	<ul style="list-style-type: none"> <li>• Outgoing, confident, determined, friendly, positive and professional.</li> <li>• Innovative and creative</li> <li>• Meticulous and thorough</li> <li>• 'Can do' attitude</li> <li>• Ability to inspire supporters and communicate the difference their support makes.</li> <li>• Persistent and resilient</li> </ul>	<ul style="list-style-type: none"> <li>• Skilled at developing relationships at all levels</li> </ul>
<b>Education:</b>	<ul style="list-style-type: none"> <li>• Higher/A Level or equivalent qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Degree level or equivalent</li> <li>• Member of the Institute of Fundraising</li> </ul>
<b>Other:</b>	<ul style="list-style-type: none"> <li>• Flexibility and willingness to work unsocial hours as required</li> <li>• Willingness to travel within the area and as required</li> <li>• Full driving licence with access to a car</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of type 1 diabetes, diabetes research and JDRF</li> <li>• Knowledge of the region</li> </ul>

### **EQUAL OPPORTUNITIES**

JDRF is an equal opportunity employer and does not discriminate against employees for job applications on the basis of race, sexual orientation, religion, colour, sex, age, national origin, disability or any other status or condition protected by applicable law. This policy extends to but is not limited to recruitment, selection, remuneration, benefits, promotion, training, transfer and termination.

**JDRF is a registered charity No. 295716 (England and Wales) and SC040123  
(Scotland)  
Raising funds for research to find a cure for type 1 diabetes.  
[www.jdrf.org.uk](http://www.jdrf.org.uk)**

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