

Trainee Fundraiser

Location: Edinburgh

Salary: £10 per hour

Hours: 30 hours per week, flexible working hours

Main Purpose of Job

This training post will be overseen by a member of the Winning Leishman team and will involve research into grant makers, developing funding proposals and following up with reports and communications to maximise long-term income generation on behalf of Winning Leishman's clients.

Position in Organisation

Report to the Winning Leishman Directors. The post does not manage any staff.

Responsibilities

- Support the identification of trust and foundation funding opportunities through research
- Create tailored applications to a wide range of funders
- Create reports and other communications to funders
- Maintain a schedule of applications and reports
- Update client records and maintain filing systems

Person Specification

Skills & Experience

- Reliable and well organised with good time management skills and ability to meet deadlines
- Excellent IT skills, Excel and MS Office, and have a working knowledge of database systems
- Strong written skills
- A creative and lateral thinker
- Professional, courteous, respectful and confident
- Proactive and self-motivated with a positive and enthusiastic approach to teamwork

Qualifications

- Degree (in any subject), studying towards a degree or equivalent (essential)

Key Dates

Closing date: Monday 24th of February **at 12noon**
Interviews: Friday 28th February & 2nd March
Start date: By arrangement

How to Apply

Send a 2-page CV and 1-page cover letter/email to ailsa@winningleishman.co.uk. In your cover letter please summarise how you meet the job description and person specification and explain your motivation in applying for the post.

You should also provide names and addresses of two references. References will only be contacted for the successful candidate but will be contacted before any formal offer of employment is made.

Please note for cost saving purposes we will only contact applicants that will be invited for interview. If you have not heard from after one week of the closing date, please assume you have been unsuccessful.