

## Queensferry Churches Care in the Community (QCCC)

Job Title:	Fundraising Manager
Contact Address:	The Haven, 25b Burgess Road, South Queensferry, EH30 9JA
Annual Salary:	from £25k pro rata
Hours of Work:	21 hours per week (Flexible working with some Weekend & Evening work required)
Accountable to:	Chair of the Fundraising Committee / Board of Directors
Reports to:	General Manager
Job Purpose	<p>The Fundraising Manager plays a key role in developing the Fundraising strategy of the organisation in order to maximise income to assist in the long-term sustainability of the charity.</p> <p>As a Sole Fundraiser, you will identify, generate and grow charitable income streams, through individual giving, community, corporate, legacy, trust and grant fundraising.</p>

### Key Responsibilities

- Develop, plan and deliver a sustainable three-year Fundraising Strategy
- Manage relationships with all funders around the giving cycle aligned to QCCC projects, core activity & strategic objectives
- Lead on researching and writing compelling & persuasive funding bids. Ensure funding bid deadlines, reporting & stewardship schedules are adhered to and that donors are thanked in a timely manner.
- Prepare and deliver fundraising presentations at events
- Develop and implement stewardship plans for individual giving / donors at different giving levels.
- Develop, plan & execute an annual Appeal Programme
- Manage communications for our existing Membership and Stakeholder groups & develop an acquisition plan to grow these donor bases
- Ensure all work is compliant with regulatory and GDPR legislation
- Monitor income from funders against expenditure, working with colleagues in Finance to ensure grants are correctly allocated / funds drawn down / spent within agreed timescales.
- Report to the Board of Directors & provide updates on progress and developments
- Work in collaboration with QCCC's administrator to ensure all donations and event income are recorded, reconciled and quarterly print outs are available.
- Maintain event risk assessments and activity license applications / renewals ensuring events comply with relevant health and safety legislation.
- Work in collaboration with the Volunteer Co-Ordinator to establish locality-based teams of volunteers who will promote and assist with local fundraising events.

### Key Outcomes

- Fundraising Strategy & Action Plan developed & delivered
- Annual Fundraising target of £100k is met / exceeded
- Stewardship Plan developed & delivered
- Annual Appeal Programme developed & delivered
- Donors feel valued / respected and understand the impact of their support
- Growth of the Membership group targets are met / exceeded
- Current projects are funded for the future
- New projects are in the pipeline for additional services / enhancements
- New donors / funders are attracted to the charity

- Institute of Fundraising Best Practice Guidance & Regulations are adhered to
- The reputation of the organisation is maintained and enhanced

### **Required Qualifications / Skills / Experience / Knowledge**

#### Essential

- Commitment to the cause of QCCC
- Proven track record in generating £100k income from trusts / foundations / grant funders in particular
- Experience of managing multiple income streams
- Demonstratable experience of managing relationships and account management to the highest standard
- Broad knowledge of the care funding landscape in Scotland / the UK including major institutions / philanthropic funders and experience applying this within a fundraising context
- Excellent communication skills with the ability to summarise complex information with clarity and brevity
- Sound financial acumen with experience developing accurate budgets and monitoring spend
- First class copywriting skills, attention to detail and proofing skills
- Pro-active, self-motivated and organised – experienced at working independently, managing multiple priorities simultaneously and achieving success within a target driven environment
- Excellent IT Skills proficient in MS Office

#### Desirable

- Membership of the Institute of Fundraising
- A current valid driving licence valid in the UK

### **Dimensions / Scope of the Job**

#### Scale

- The fundraising function of the charity is led by the Fundraising Manager supported by a committee of volunteers chaired by a member of the Board of Directors

#### People Management

- You will have responsibility for the volunteer fundraising team and will work with external partners where appropriate

#### Internal Relationships

- As part of the Senior Management Team you will work closely with the wider team / trustees with the established Fundraising Committee to ensure a coordinated and consistent approach to all fundraising and events activity

#### External Relationships

- You will be the key contact for all financial supporters, including high net worth individuals and grant funders. You will account manage potential funders to the highest of standards

#### Financial Management

- You will work collaboratively to achieve a significant income target for the Fundraising function
- Working with the Finance team developing accurate budgets for funding bids, tracking expenditure budgets against deliverables and ensuring all actions are taken with a view to the long-term sustainability of the charity
- Maximise income by effecting timely draw down of funding through grant claims and planning. Support tax effective giving ensuring timely and effective systems for gift processing

This job description reflects the requirements of the job at the time of issue. The charity reserves the right to amend these with the appropriate consultation and / or request the post holder to undertake any activity the charity believes to be reasonable within the broad scope of the job or their general abilities

## Terms and Conditions

Annual Salary:	from £25k pro rata
Hours of Work:	21 hours per week (exclusive of Lunch) (Flexible working with some Weekend & Evening work required)
Annual Leave Entitlement:	inclusive of Public Holidays normally worked.
Public Holidays:	QCCC do not offer a service on the following public holidays 1 <sup>st</sup> January / 2 <sup>nd</sup> January / Christmas Day / Boxing Day.
Notice Period	3 months
Probationary Period	6 months
Disclosure Check	Enhanced
Other Benefits	Company contributory Pension Scheme Death in Service Cover Occupational Sick Pay
Closing Date for applications	Friday 27 <sup>th</sup> June 2020

Please send a covering letter and recent CV to

Andrew Burton  
Chair, Board of Directors  
chairperson@qccc.org.uk

Interview date (online Zoom meeting) is expected to be week beginning the 6<sup>th</sup> of July