**Glasgow’s Golden Generation, Job Description.**

**Fundraising Manager.**

**Salary - £28,000 per annum pro- rata (3/4 days per week).**

**Venue - Glasgow (flexible some home working allowed).**

**Hours – Flexible 15-20 hours over 3/4 days (core hours may suit normal school hours 10-3pm).**

**Fundraising Manager.**

Managing all community-based fundraising activities.

**Skills:**

You will need to show:

* Commitment to your charity's cause.
* The ability to build and maintain relationships.
* Creativity, imagination, and an entrepreneurial attitude towards fundraising.
* A proactive attitude, drive, and enthusiasm to carry out projects to conclusion.
* The ability to influence others using excellent communication skills.
* The capability to work under pressure and meet deadlines.
* The ability to meet realistic financial targets.
* Good organisational and project management skills.
* The ability to motivate others and work as part of a team.
* Resilience, particularly when faced with setbacks.
* Sensitivity to the needs of volunteers and donors.
* A willingness to carry out a range of administrative tasks.

**Key Responsibilities:**

**Strategic Leadership**

* Work with CEO to develop/deliver fundraising strategies across the entire spectrum of fundraising disciplines including: an annual mailing appeal, schools, a small events portfolio (currently affected by Covid-19 and under review), legacy’s, corporates, fundraising groups and individuals and online appeals.
* Report on and analyse all aspects of fundraising.
* Keep up to date on best practice within the charity sector generally and particularly changes to fundraising innovation, legislation, and codes of practice.
* Make risk analyses and balancing time-cost ratios to focus effort on the fundraising activities that are most appropriate and will have the highest chance of success.

**Supporters**

* Motivate and facilitate supporters to maximise the funds they raise.
* Inspire new supporters to raise money, while maintaining and developing relationships with existing supporters.
* Support the Database Manager to identify key strategies and usage of records on the database.
* Recruit, organise and manage fundraising volunteers to carry out various functions within the charity.
* Develop and implement a strategy for individual and corporate supporter recruitment and development.

**Communications**

* Support the communications team by providing fundraising case studies, fundraising updates for the annual review, website and social media platforms.
* Support the Communication Manager by supporting written appeals and using direct mailing to reach a range of potential and current donors.
* Help raise the organisation’s profile across media, and with influencers and organisations.
* Act as a fundraising spokesperson for GGG as and when required (occasional out of office hours and weekend work may apply).
* Support the communications team within marketing and promotions all fundraising related activities.
* Raise awareness of the charity and its work at local levels, e.g. giving talks to groups or seeking photo opportunities with the media.

**Internal Communications**

* Develop an understanding of the charity’s work and needs of its users.
* Ensure staff are well briefed on key fundraising initiatives and encourage participation within various activities.
* Analyse all aspects of fundraising on a monthly 1-2-1 basis and prepare a report for CEO.
* Participate in cross-functional projects.

**Finances**

* Support CEO to provide and monitor annual fundraising budget.
* Manage an annual fundraising budget and meet targets on agreed expenditure and income.