**Scottish Geology Trust**

The Scottish Geology Trust is a new charity which has been established to inspire people everywhere to understand, love and care for Scotland’s geological heritage and its role in creating a sustainable future. The Trust is a Scottish Charitable Incorporated Organisation (SC049775).

The Trust is appointing a freelance Fundraising and Development Manager to support the start-up phase of the charity, working with a small Board of volunteers to promote the new organisation. The Fundraising and Development Manager will focus on raising funds through a crowdfunder appeal and secure funds through application to grant making bodies. Occasional individual prospect management may be required.

**Fundraising and Development Manager**

**Job Purpose**

* Fundraising: bid writing; delivery of fundraising campaigns; securing funds from organisations and eventually individuals
* To be responsible for delivering an agreed income target and to maintain and grow Scottish Geology Trust income

**Key Responsibilities**

* Develop innovative approaches to raising funds including crowdfunding.
* Identify funding streams, develop and lead applications.
	+ Manage the preparation, writing and submission of bids to funders
* Support the Trust to develop and implement a fundraising strategy to maximise income.
* Supervise volunteers involved in fundraising activities.
* Manage fundraising marketing and communications, including messaging on social media.
* Preparation of supporting documents when liaising with partners and organisations for fundraising purposes.
* Record keeping and documentation of all fundraising activity with organisations and individuals; ensuring donor relationships are recorded and tracked on the database.
* Develop and maintain relationships with funders, organisations and members.
* Ensure all grant and Trust administration, reports and record keeping are maintained .
* Be flexible and willing to help with a wide range of organisational tasks to make Scottish Geology Trust a successful organisation.

**What kind of person are we looking for?

Fundraising expertise**– you will have significant experience of developing and implementing fundraising strategies, organising and delivering fundraising campaigns (events and digital) and securing a high level of funds from a range of sources including grant funders.

**Communications**– you will need to demonstrate examples of excellent written skills, good IT and social media skills and good administration generally.

**Partnership development**– good interpersonal skills and experience of working with diverse range of complex partnerships, consortia and/ or membership arrangements are key.

**Project management**– you will have great organisational skills and have experience of managing projects from inception to evaluation and working under your own steam. You will work with the current Project Manager.

**Creativity**– you will be full of ideas, thinking outside of the box and can contribute your creative thinking into the successful development of the Trust.

**Mucking in**– working in a small team with tight resources you will not be shy about helping out with getting things done but in return you will get flexible working arrangements, fun and independence.

**Positive and solution-focussed**– you will be a problem solver, able to find practical and constructive solutions to challenges that arise in the course of your work.

**The cause**– you will be passionate about our vision and be aware of the issues affecting small charities.

**Flexibility**– you will be able to work effectively from home and attend virtual meetings with the Board and volunteers.

**Scope And Limits Of Authority**The Fundraising and Development Manager reports to the Chairman and works closely with the Project Manager, and other Trustees. You will support our fundraising volunteers, especially with the crowdfunder.

**The Post Holder Will**

* Be responsible for delivering challenging and increasing income targets and as such play a key part in the overall fundraising effort
* Be expected to manage their own priorities and to pro-actively deliver Scottish Geology Trust income generation
* Be expected to travel on occasion. Some evening and weekend work may be expected.

The post holder must operate at all times in accordance with the approved policies and procedures of Scottish Geology Trust and act in accordance with the values and ethos of the organisation. You will be self-employed, but asked to report regularly to the Board.

The responsibilities of this role will normally include all duties described in this Job Description and any additional or different duties, which the Trust may require from time to time.

**Seniority Level**

Associate

**Industry**

* Non-profit Organization Management
* Civic & Social Organization

**Employment Type**

Part-time

2 days per week on initial 6 month contract. Extension of contract likely, funding permitted.

£150 per day

Freelance/Self-employed