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**Fundraiser Role**

**Job Title: Fundraiser**

**Hours: 17.5 hours per week, may involve some evening and weekend work**

**Location: Glasgow (with occasional travel), initially home based**

**Reporting to: Chief Executive**

**Salary: £29,917 pro-rata (SJC scale point 31) plus NEST workplace pension**

**Scheme, 6% employer contribution when you contribute**

**Duration: 12 month Fixed Term appointment, with scope for extension subject to funding and success**

The Refugee Survival Trust (RST) vision is a welcoming, inclusive, safe Scotland for refugees and asylum seekers, where all live free of destitution and have the means and opportunities to realise their full potential. Our mission is to provide refugees and people seeking asylum with practical support when it is most needed, build connections between people and use what we learn to campaign for change.

After a period of growth and diversification we’re improving our structure and focusing on longer term strategic planning and governance. We have recently appointed a CEO to develop and implement the future strategy and work of RST’s vision and aims. This is an exciting and challenging opportunity for an independent, driven and creative individual to join a small committed team who deliver incredible impact for their size.

To thrive in this role, you will need to be driven, creative, flexible, confident and tenacious to inspire existing and new supporters to raise money. You will build relationships, organise events, create campaigns and come up with new and innovative ideas to capture the minds and hearts of potential philanthropists.

**Role Purpose**: This is an independent fundraiser role reporting directly to the Chief Executive. Primarily responsible for continuously raising money to ensure grant funds exist to meet demand. Responsible for the development and successful delivery of imaginative fundraising activities including digital campaigns and contributing to our fundraising strategy.

**Key Responsibilities**

* Identifying and imaginatively generating charitable income for the Destitution Grants fund. Through a variety of fundraising activities, including donors, community support, Individual giving and digital campaigns and marketing
* Developing and implementing new ways to generate income to secure the financial sustainability for all of our work, broadening the income base
* Effective donor stewardship, including building the number of regular donors and developing effective CRM
* Maximise reach, develop and coordinate web-based fundraising. Delivering online giving campaigns and utilising RST’s website and social media channels
* Write and submit successful applications to small trust and foundations
* Write applications and mailshots, using direct mailing to reach a range of potential and current donors
* increase funds by researching and targeting charitable trusts and philanthropists whose criteria match the charity's aims and activities
* Strategically representing and promoting RST’s mission at community and professional events with a view to networking and nurturing relationships
* Contribute to the development of the Fundraising Strategy
* Monitor and evaluate the results of fundraising, spotting trends and adapting methods as required
* Raise awareness of the charity and contribute to raising the profile
* Support volunteers and community fundraising initiatives and motivate and facilitate supporters to maximise the funds they raise
* Develop fundraising systems and record keeping
* Manage and update databases to record donor contact and preference information
* 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

**Person Specification**

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| **Technical skills, knowledge, and experience** | **Essential:**   * Significant and demonstratable experience of successful donor development, stewardship and legacy management * Demonstratable experience of designing and delivering successful online fundraising campaigns * Substantial digital fundraising or digital marketing experience, including planning, evaluating and delivering successful campaigns * Experience of generating income from small trusts and foundations * Excellent writing skills to engage, influence and secure funding * Excellent communication skills, ability to build effective relationships with a wide range of stakeholders and funders * Ability to identify, create and edit strong fundraising content * Experience of fundraising event management * Existing relationships with funders * The ability to work towards and meet financial targets * Excellent organisation and time management skills * Proactive and self-motivated with the ability to work autonomously * An empathy with volunteers and an understanding of their needs * Excellent Digital & IT skills to * Ability to maintain clear and accurate records * Good organisational and project management skills   **Desirable:**   * Membership of the Institute of Fundraising * A relevant qualification * Knowledge of asylum and refugee issues |
| **Personal skills and attributes** | **Essential:**   * Creative with an entrepreneurial attitude towards fundraising * Resilient, particularly when faced with setbacks * Sensitivity to the needs of volunteers and donors * Target driven and results orientated * Organised and demonstrates a high level of attention to detail * Ability to quickly understand new ideas and concepts * Ability to work collaboratively with others * Strong sense of ownership for quality of work, deliverables and service * Commitment and empathy for the mission and aims of RST |