

Labour Party Job Description

Job title: Major Donor Fundraising Officer - Scotland

Responsible to: Head of Fundraising

Location: Scottish Labour Party Office, Glasgow

Key purpose: Develop the Labour Party's fundraising programme in Scotland

Specific responsibilities:

- Ensure Party values (and organisational need) guides and informs all aspects of the fundraising approach in Scotland
- Implement the UK-wide fundraising strategy to maximise income from donors
- To be responsible for a portfolio of relationships to result in 4-6 figure gifts
- To agree and work towards annual income targets with support from the Head of Fundraising
- To ensure donor stewardship is of the highest quality, ensuring supporter journeys are bespoke and meaningful
- Be responsible for identifying prospects using our database and extended networks as well as proactively identifying those with a likely interest in our cause but who are not yet connected with us, and ways to approach them
- Take responsibility for ensuring that full records of all contacts are maintained on the database, in accordance with GDPR.
- Ensure that all donations are quickly and correctly processed and acknowledged, working within the framework of the PPERA and observing its implications.
- To carry out any other task as asked by the Head of Fundraising

The person will be expected to work flexibly as part of the team. This may include working in the evenings and at weekends.

Labour Party Person Specification

Experience

- Prior experience of fundraising from individuals
- Proven experience in securing 5 and 6 figure gifts
- Experienced in managing complex supporter relationships and developing supporter journeys
- Ability to write compelling cases for support and donor reports
- Experience in developing fundraising appeals

Knowledge

- A thorough knowledge and understanding of the structure and organisation of the Scottish Labour Party
- Knowledge of principles of fundraising from individuals

Skills

- Have the ability to deliver opportunities through collaboration and partnerships
- Excellent communication skills, both verbal and written
- Good working knowledge of MS Office applications and CRM databases, Raisers Edge
- Identifies appropriate people to communicate with and tailors the message to their needs
- Listens attentively and is engaging in both one to one and group scenarios
- Strong interpersonal and relationship building skills
- Committed to achieving targets and taking personal accountability for work
- Acts on own initiative and works effectively under own direction

The Labour Party

- Persists with courses of action despite setbacks
- Makes prompt, clear decisions that may involve tough choices or considered risks
- Concentrates on the end goal and stops practices that are not proved to be of benefit
- Open to new approaches and alternative means in order to accomplish results
- Excellent team work