



## Job Description

**Post - Fundraiser**

**Type of role – Part time (2.5-3 days per week, 18 month contract)**

**Hours of work - Flexible, may include occasional weekends & evenings.**

**Management - Responsible to our Fundraising Manager.**

**Salary- £24-26k pro-rata.**

**Benefits – Holiday, life insurance and staff pension.**

**Location - Edinburgh / flexible home working considered.**

**Purpose of Job -** Enable Dads Rock to support and inspire Dads and families throughout Scotland by working with the Fundraising Manager to develop and deliver the fundraising aspects of the organisational strategy. We want you to help us build great relationships with our supporters and to help them achieve their fundraising ambitions.

### Main Duties and Responsibilities

1. Work with the Fundraising Manager to create and implement a strategy for individual and corporate supporter recruitment and development
2. Recruit, manage, and support volunteer fundraisers within the community, helping them to reach their fundraising potential
3. Identify and develop new relationships with corporate supporters, fundraising groups and high potential individuals
4. Inspire and bring out the best in our supporters, corporate partnerships and fundraising groups, engaging them with Dads Rock's work over the long term
5. Enable our supporters to achieve their ambitious fundraising goals
6. Be an ambassador for Dads Rock in the community, working with colleagues and volunteers to unlock new opportunities and raise awareness of our aims and activities.
7. Develop new and imaginative fundraising activities that adapt to the changing landscape of fundraising and use risk analyses to focus effort on activities with the highest chance of success.
8. Manage and update databases to record donor contact and preference information
9. Engage with our service delivery colleagues to keep up to date on the work of Dads Rock and encourage them to be ambassadors for fundraising.
10. Work within the parameters of Dads Rock agreed policies. Promoting the ethos and objectives of the organisation and the services it runs.

## **Personal Development**

The Fundraiser is expected to maintain an up to date knowledge of all relevant legislation, policies and good practice. The candidate will be expected to undertake appropriate training, necessary to facilitate this.

The job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that the post will evolve over time. There will be an opportunity for the post holder to shape and develop their role, and utilise existing talents, interests and experience.