

**Job Description & Person Specification**

Job Title: **Fundraising Executive**

Responsible to: **CEO**

Salary: **£22,405 - £28,312 per annum**

Hours: **Full time (35 hours per week). This post may require some evening and weekend work**.

Location: **Hybrid role (working from home and Head Office)**

**Head Office:**

**Visibility Head Office, 2 Queens Crescent, Glasgow.**

Contract: **Fixed term until 31 March 2022**

**JOB DESCRIPTION**

Job Purpose

The Fundraising Executive will initiate, develop and conduct internal and external research, with the view to generate innovative funding for existing and future Visibility Scotland Services.

The post-holder will be responsible for designing, organising and delivering fundraising events. This will include the direct support and encouragement to individual donors who are planning their own fundraising event, or people/groups taking part in a sponsorship challenge event, in aid of Visibility Scotland.

Due to the nature of this post, it is vital that the post-holder is confident in building and nurturing positive relationships with people at all levels, including our supporters, service users, volunteers and other key stakeholders. The post-holder will understand visual impairment and the daily challenges that are often experienced by those living with sight loss. The Fundraising Executive will be passionate about services and creating positive attitude changes.

The post-holder will work with colleagues across Visibility Scotland to ensure inclusiveness for all audiences.

Specific Duties & Responsibilities

* Trusts and Grants:
  + Ensuring that all opportunities for trusts, foundations and similar grant sources are maximised and applications demonstrate the organisation’s agility and innovation.
  + Adopting a proactive approach in sourcing viable trusts and foundations.
  + Supporting Project Leads to creatively ‘package’ activities to ensure they comply with funder’s criteria and thus ultimately increase organisational opportunities.
  + Taking a proactive approach to networking and relationship building.
* Corporate Fundraising:
  + Maintain and develop existing and new corporate relationships.
* Events:
  + Develop and deliver innovative community events with the overarching aim to raise funds and Visibility Scotland’s profile
* Community:
  + Develop and increase community fundraising events
* Individuals:
  + To develop, motivate and support individuals to raise funds for Visibility Scotland and to ensure their efforts, on behalf of the organisation, are recognised and celebrated.
* Other key duties and responsibilities:
  + Ensure Visibility Scotland’s database is fully updated with all supporter contact, including donations, letters, meetings, phone calls, etc.
  + To become familiar with Visibility Scotland’s services, establishing good, productive, team working relationships with colleagues.
  + To make effective use of training opportunities.
  + To work within the policies of Visibility Scotland.
  + Any other tasks which may be reasonably asked of the

post-holder.

**PERSON SPECIFICATION**

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| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Professional Skills** |  |  |
| Qualified to degree level or equivalent demonstrable experience |  | **✓** |
| Member of the Institute of Fundraising |  | **✓** |
| Evidence of continued professional development | **✓** |  |
| **Experience & Knowledge** |  |  |
| Proven track record in securing income | **✓** |  |
| Experience of donor development, undertaking appeals, trust fundraising, event and corporate fundraising. | **✓** |  |
| Experience in organising a range of large and small events to raise monies in line with income targets. |  | **✓** |
| **Communication Skills** |  |  |
| High degree of written and verbal skills | **✓** |  |
| Ability to communicate well with a wide range of people | **✓** |  |
| Ability to work on own initiative and as part of a team | **✓** |  |
| Excellent communication and networking skills | **✓** |  |
| **Other Abilities and Skills** |  |  |
| Good project management and organisational skills with the ability to meet deadlines and prioritise work | **✓** |  |
| Self-motivated and strong problem solving skills | **✓** |  |
| Proven experience with current versions of Microsoft Office, PowerPoint, Access and Excel packages, email systems and other relevant computer systems | **✓** |  |
| Competent with social media and the ability to design and approve content |  | **✓** |
| Creative report writing | **✓** |  |
| **Personal Qualities** |  |  |
| Enthusiasm and a sense of humour! | **✓** |  |
| The ability to cope with limited resources, seize opportunities and think creatively | **✓** |  |