

## Role Profile – Fundraising Officer

<b>Title:</b>	Fundraising Officer
<b>Reporting to</b>	CEO
<b>Salary</b>	£12,000 plus Pension & NI (£30,000 pro-rata)
<b>Hours</b>	2 days per week, pattern to be agreed
<b>Location</b>	Home-based, with some travel
<b>Benefits</b>	29 days annual leave including bank holidays (pro-rata); 4% employer pension contribution

### Context

You will be an enthusiastic individual with a professional approach and excellent written and verbal communication skills. You will be organised, adaptable and able to work on your own initiative and as part of a team. You will need to manage your workload and priorities effectively to meet deadlines, take advantage of opportunities as these arise, achieve funding objectives and maximise outcomes for the community.

### Purpose of Role

Secure support in the form of grants, donations and other resources (financial and non-financial) to sustain the community and enable new, creative projects to meet the needs of GCP's vulnerable community members.

### Main Duties & Responsibilities

You will report to the CEO. Working primarily from home, you will:

- Manage your own workload and actively prioritise, to assess and take advantage of appropriate opportunities as these arise, and maximise outcomes for the community
- Complete funding applications to trusts, grant foundations, and other suitable sources
- Complete progress reports, end of funding reports and manage ongoing funder relationships
- Research funding sources and develop a pipeline of prospects, prioritised according to match between funder/GCP aims and practical aspects e.g. capacity/effort/ability to meet application requirements
- Manage donor relationships e.g. draft communications, provide suitable information upon request or to seek support from potential new friends
- Maintain a database of funder and donor contact information in line with GDPR/info policy
- Produce suitable communications (including social media, newsletter articles and updates) to acknowledging support when appropriate, or to promote and support the aims of funders, donors or community fundraising initiatives.
- Collate information, data and case studies from various sources for funding reports, donor updates and other communications
- Work with Finance Officer to produce an overview of funding in terms of amount, period, secured and prospective, with funding targets and organisational budgets firmly in view
- Attend regular one to one support and supervision meetings with CEO
- Attend other staff or board meetings, or community-related events, online or in-person, as agreed with CEO
- Any other duties reasonably required within competence and capacity



Depending up on your strengths, community needs and working with the wider team, you may also lead or contribute to:

- Community fundraising initiatives (e.g. sponsored events, corporate social responsibility partnership events, open days etc.), involving community members and volunteers
- Talks and presentations to visiting groups, e.g. learning about social enterprise (often making donations or offering support) or prospective donors
- Prepare presentation materials (e.g. slides, handouts) for the CEO and other senior staff

This role does not involve any line management responsibilities.

### **Person Specification**

Essential:

- Excellent communication skills, including writing and review/editorial abilities
- Organised and able to manage own workload, prioritise and work toward objectives and deadlines
- Able to work flexibly, both independently and as part of a team
- Able to relate to people with a wide range of needs and abilities
- Committed to work within the ethos of the Grassmarket Community Project
- Experience of working effectively in a role involving production of written materials to a high standard, to meet deadlines and work toward financial or project goals
- Able to gather and analyse written information efficiently
- Good working knowledge office-work software e.g. Microsoft Word, Excel, Outlook, PowerPoint or similar; using online applications and databases.
- Ability to identify own development needs and take responsibility for own learning

Desirable:

- Experience of successful fundraising for a charity, social enterprise or community organisation
- Experience of working as part of a voluntary organisation or working in a community setting
- Experience of working with vulnerable adults, for example those facing challenges due to disability, poverty, homelessness or other complex challenges
- Stakeholder relationship management experience across a range of sectors and groups