

**Community Help & Advice Initiative**

**JOB TITLE:**  Fundraising and Development Officer

**RESPONSIBLE TO:**  Project Executive

**SALARY:** £27,460 - £28,160 per annum

**HOURS:** 35.75 per week (full time)

**MAIN PURPOSE OF THE POST:**

CHAI is seeking to recruit a Fundraising and Development Manager who will support the development and implementation of a sustainable development and fundraising strategy for growth. The Fundraising and Development Officer will work closely with the Project Executive to generate income, with a focus on securing grant income and building new partnerships within the corporate sector and with Trusts Foundations and statutory bodies, to support the current activities of CHAI and ensure long-term growth and development.

This position will play a vital role in continuing CHAI’s strong track record of securing funds from trusts and foundations and statutory through grant applications and tenders, as well as leading on the growth and future development of new income streams from corporate partnerships.

**KEY RESPONSIBILITIES:**

* Develop and implement a business development and fundraising strategy that moves the charity towards greater sustainability and diversity of income streams
* Grow corporate income and identify and secure new relationships that generate unrestricted financial support and sponsorship
* Achieve agreed grant income targets through writing successful grant applications and tenders.
* Maintain an up to date working knowledge of funders and their criteria, through ongoing research of potential trust and grant funders
* Sustain excellent relationships with current funders and develop similar relationships with new and prospective funders to prompt ongoing and increased giving
* Ensure that funders receive accurate outcome focused reporting information within agreed timescales
* Maintain donor trust and confidentiality at all times

**Trusts, Foundations and Corporate Support**

* Prepare, write and co-ordinate grant funding applications and monitor their effectiveness
* Maintain an up to date working knowledge of funders and their criteria, priorities and initiatives.
* Match external funding opportunities with internal priorities
* Report to funders on a regular basis on progress against agreed targets, ensuring that all deadlines are adhered to
* Develop a corporate fundraising policy so CHAI can respond appropriately to fundraising approaches by companies and identify potential corporate donors
* Networking and creating engagement opportunities, whether through in-person events, communications or webinars
* Develop, maintain and update CHAI’s grant funding database.
* Work closely with colleagues to ensure that accurate outcome information is available to communicate to funders
* Plan and manage own workload, seeking proactive ways to manage multiple relationships and conflicting priorities
* Maintain, develop and update the organisation’s funding strategy.

**Tenders**

* Work as part of a team with the Project Executive and the Senior Management Team to identify and respond to tender opportunities when they arise, working with colleagues from across CHAI. Responsibilities will include responding to ESPD/PQQs and tender briefs through the production of written submissions, liaising with commissioning staff, clarifying points of information and questions, working with partner agencies and working closely with service delivery colleagues.

**Statutory Funding**

* Work closely with and assist the Project Executive and the Senior Management Team to secure grant funding from a range of statutory bodies including the Scottish Government, National Health Service, Local Authorities and Big Lottery. This may include preparing bids, reporting to, and communication with funders

**Information Management and Administration**

* Develop and maintain a fundraising database
* Devise and implement systems and procedures in partnership with colleagues to ensure that all monitoring and reporting is efficient, effective, timely and meets the requirements of funders, auditors and regulators.
* Provide regular progress update reports for the Project Executive and the Board of Directors
* Maintain up to date and accurate paper and electronic files on all donors in accordance with data protection
* Periodically review supporter feedback to ensure we are delivering communications that are appropriate to our audience and optimise response and retention

**Communication and Marketing**

* Work in partnership with colleagues to maximise media impact of our services and any events to support our fundraising activities
* Assist with developing a marketing campaign to increase donations
* Develop high quality, creative presentations and proposals

**Miscellaneous**

* Represent CHAI at meetings with other service providers, funders and other key contacts to share information, promote good practice and develop services and networks.
* Keep up to date with developments in the advice, homelessness, volunteer management, youth work, housing, employability, and other relevant fields
* Attend supervision, away days, training and other forums as required
* Effective networking with a range of Statutory and Voluntary agencies in order to develop the work and scope of CHAI’s services.
* Undertake any other duties appropriate to the post and in accordance with the needs of the organisation

**Key Relationships**

* Grant funders, Foundations, Trusts, Corporate and other Donors
* Project Executive
* Management Team
* CHAI Staff
* CHAI Service Users and Volunteers
* Board of Directors

**Fundraising and Development Officer**

**Person Specification and Profile**

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|  | **Essential** | **Desirable** |
| **Skills & Qualities** | * Educated to degree level in a relevant subject or can demonstrate equivalent skills through on-going professional/personal development.   Commitment to the ethos and values of CHAI   * Member of the Institute of Fundraising Scotland * Ability to research and lay out clear and concise written arguments * Excellent organisational skills * Ability to work under pressure and prioritise workload * Ability to work independently and use own initiative * Ability to work with a diverse range of stakeholders * Ability to work as part of a team and contribute to team goals * Confident and competent public speaker * Excellent IT skills * Creative and adaptable * Commitment to achieving personal and organisational objectives | * Experience of problem solving. * Qualification from the Institute of Fundraising * Literate and competent in the use of Fundraising Databases, Microsoft Office and Social Media |
| **Experience** | * Proven track record as a successful Fundraiser with a minimum of 2 years’ experience * Experience in business development and identifying new funding opportunities * Track record of establishing and managing long-term corporate partnerships * Up to date awareness and understanding of charity, especially trust, fundraising * Knowledge of legislative frameworks and good practice that supports fundraising management * Successful track record of relationship development with funders * Successful track record of effective reporting to funders * Achievement of personal agreed fundraising targets | * Experience of the use of Social Media for the promotion of charity activities * Submission of successful tenders * Working as part of a successful fundraising team * Budgeting and financial planning |