

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Trusts and Statutory Fundraising Manager
Location:	Edinburgh & Home working (Blended)
Responsible to:	CEO
Hours:	35 hours per week
Salary:	£30,000 – £34,000 plus 6% pension contribution

MAIN PURPOSE OF THE POST:

The Trusts and Statutory Fundraising Manager is a new post that will work alongside the Chief Executive to establish and implement a Trusts and Statutory fundraising strategy, which will contribute to Cruse Scotland's goal of being a sustainable charity.

Reporting to the Chief Executive, the role will lead on the development of applications to trusts, foundations and statutory bodies that operate on a national and local level. The postholder will also establish positive working relationships with funders and ensure high quality reports are submitted timeously.

The postholder will have a proven track record of fundraising success and will improve Cruse Scotland's systems to identify and schedule of funding opportunities. The postholder will also work alongside the CEO and colleagues to help develop the charity's overall Fundraising Strategy.

KEY RESPONSIBILITIES AND DUTIES:

- Lead on development and delivery of Trusts, Foundations and Statutory fundraising strategies.
- Co-ordinate, prepare and write successful funding applications to trusts and foundations and monitor their effectiveness.
- Co-ordinate, prepare and write successful funding applications to a range of statutory bodies including the Scottish Government, NHS, local authorities, and IJBs/Health & Social Care partnership.
- Identify local, national, and service specific funding opportunities for Cruse Scotland.
- Maintain an up to date working knowledge of funders and their criteria, priorities, and initiatives.
- Establish and develop a database of existing and prospective opportunities.
- Establish and maintain excellent relationships with trust and statutory funders across Scotland.

- In collaboration with colleagues write accurate impact-focused reports & ensure funders receive these within agreed timescales.
- Work alongside colleagues to identify and respond to tender opportunities when they arise.
- Provide regular progress reports for the Chief Executive, Board and Committees and attend meetings as required.
- Attend staff team meetings. Brief colleagues on developments and collaborate with colleagues to identify local funding opportunities.
- Work alongside the Chief Executive, Community Fundraiser and Board members to develop Cruse Scotland's Fundraising Strategy.
- Represent Cruse Scotland to external stakeholders and at events.
- Undertake any other duties appropriate to the post and in accordance with the needs of the organisation.

PERSON SPECIFICATION:

Skills, Experience and Qualities	Essential	Desirable
Recognised fundraising qualification		√
Institute of Fundraising membership		√
Commitment to the mission, vision, and values of Cruse Scotland	√	
Excellent written and verbal communication skills	√	
Ability to deliver challenging fundraising targets	√	
Strong IT skills, including MS Office and MS 365	√	
Competent in the use of fundraising and CRM databases and social media		√
Experience of fundraising for a national charity and/or raising funds across several local authority areas		√
Proven fundraising experience with a track record of securing significant income from statutory bodies, grant-making trusts and foundations.	√	
Successful track record of relationship development with funders	√	
Successful track record of effective reporting to funders		
Knowledge of legislative frameworks and good practice that supports fundraising management	√	
Excellent organisational and time management skills with the ability to meet tight deadlines.	√	
Ability to work independently and on own initiative	√	
Ability to work effectively in an environment where bereavement issues are constantly under discussion	√	
Good Team player – able to work closely with others to achieve shared goals	√	
Flexible, hardworking, and motivated	√	
A willingness to occasionally travel in Scotland to meet requirements of post	√	