



Disability Beyond Borders

Fundraiser/Marketing Coordinator

Job Description

Job Description: Fundraiser/Marketing Coordinator

Employer: Disability Beyond Borders.

Hours of Work: 32.5 per week

Salary: NJC Grade 14 = £23080 pa.

Reporting to: Manager

The hours of work will be from Monday to Friday 09:30 hours to 16:30 hours with 30 minutes for lunch. Although some days work is expected to take place in the office this can, nevertheless, be flexible and homeworking will be considered if appropriate.

This post is very much performance-based and the successful candidate will be expected to deliver on ambitious fundraising and marketing targets as agreed with the manager on an annual basis but they will be reviewed regularly.

The successful applicant will be expected to deliver funding to not only fund the charity in the short-term but to financially develop and sustain the charity into the future adapting policies and strategies in cooperation with the manager as the charity develops.

The successful candidate will serve a probationary period of no less than 3 months but that period can be extended to 6 months depending on performance and at the discretion of the manager.

Main Responsibilities

To increase the income for the charity by driving forward ambitious income targets and forming new and innovative partnerships for income generation.

To promote the charity as consultants and trainers on disability awareness, access and accessibility training to generate income for the charity and other areas of life that affect disabled people, as agreed with the manager.

Will promote Disability Beyond Borders as one of the foremost pan disability charities in Scotland and increase our membership of both disabled and non-disabled people.

Will apply for grants to fund various projects being undertaken by the charity and in discussion with the manager.

Part of the Fundraiser/Marketing Coordinators duties will be to approach philanthropists and philanthropic organisations to seek funding for the charity.

Will keep the membership database up-to-date at all times.

Will keep a database of all funds received by the organization.

Manage and increase the marketing database of donors and supporters ensuring it complies fully with GDPR and legal requirements

The Fundraiser/Marketing Coordinator will work closely with the manager in developing fundraising strategies, marketing and projects that will require funding to bring them to fruition.

Will keep and develop the presence of Disability Beyond Borders across all social media platforms as agreed with the manager.

The Fundraiser/Marketing Coordinator will undertake a PVG check as part of the safeguarding policies of Disability Beyond Borders.

General Duties

The Fundraiser/Marketing Coordinator will:

Be expected to attend Trustees meetings as and when requested.

Reports to the manager on a regular basis on the fundraising and promotional situation of the charity.

Attend Annual General Meetings and Extraordinary General Meetings when required.

Attend meetings with external agencies, organisations and potential funders as and when required.

Carry out such other general duties as shall be determined by the Manager. Support other members of staff as required by the workload and by absences due to leave, sickness etc.

Assist the manager with administration duties until such times as administrator(s) can be employed by the organisation.

Comply with all policies of the organisation especially confidentiality, health and safety and safeguarding.

Disability Beyond Borders is committed to Equal Opportunities and the post holder is expected to be familiar with our Equal opportunities policy and to complete his or her duties in a manner consistent with this policy. (a copy of the equal opportunities policy will be provided to the successful candidate)

Will be expected to become a member of Disability Beyond Borders.

In becoming a member of Disability Beyond Borders agrees to treat other Members, Employees, Trustees and everyone who you come in contact with as a member with dignity, respect and consideration without prejudice.

This post holder will be given a set of keys for the building and the office and will be expected to ensure the security of the office at all times.

This job description does not form part of the contract of employment but indicates how the contract should be performed.

The job description will be subject to review and amendment in the light of experience and in consultation with the post as part of the annual appraisal process.

The responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not in themselves justify the re-evaluation of the post.