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## **Job Title:** Fundraising Manager

## **Reports To:** Executive Director

## **Days per Week**: 4 days

## **Contract Length:** 18 months fixed term (expected to be renewed annually from there on)

## **Job Location**: Home Office (due to Covid, otherwise Edinburgh or Glasgow Office)

## **Pay Scale**: £25,000 - £27,000 per annum (4 day week)

The position will include all statutory holiday and sick pay benefits, as well as standard pension contributions.

## **Intercultural Youth Scotland**

As the Fundraiser and Monitoring Manager,

Intercultural Youth Scotland (IYS) is rapidly becoming Scotland’s major voice for BPoC children and young people. Established two years ago as a small youth work organisation oriented towards BPoC youths, we have grown as a centre of support, creativity and activism for our community. Our team of 25-30 staff members – almost all of us BPoC young people – aim to make IYS a community space, a source of support and a champion for all BPoC children and young people in Scotland.

We centre anti-racism and the experiences of BPoC young people in schools, at work and in personal lives through our Education, Restless Natives and Youth Work programmes. Our governmental and sectoral advocacy is an extension of these priorities, which focuses on upending the entrenched inequalities and structural exclusion that have cut BPoC young people out of decision-making that shapes our lives. When IYS join these spaces of decision-making, we are often the only people present directly engaged and connected into the lives of BPoC young people. Our growing presence in Scotland emanates from this unique position – as both an advocacy organisation and community-oriented organisation.

In response to our dramatic growth over the past year, IYS has restructured our organisation to better reflect our unique profile and ambition for change. This includes the development of the new Fundraiser and Monitoring Manager.

**Job Overview**

Are you creative and passionate about fundraising to support our equity mission?

We have an exciting opportunity for a creative and dynamic person to lead our fundraising strategy, supporting our efforts to secure new and repeat income from Trusts, Foundations, Commissions & Tenders. You will be someone with a minimum of 3 years’ bid writing experience, and be able to evidence a track record in charitable fundraising, reporting and monitoring. You should have a good knowledge of the funding landscape in Scotland as well as an understanding of the social, political, and human rights issues that impact on the lives of BPoC young people.

You should be able to think creatively, work both independently and as part of a team, and demonstrate excellent communication, interpersonal and digital skills. You will have proven stakeholder management skills to work with all levels of staff in the organisation and external partners.

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## **RESPONSIBILITIES & DUTIES**

**Key Responsibilities**

• Working closely with colleagues to develop fundable and fully costed proposals • Identifying appropriate funding and development opportunities through extensive desk research and networking with funders and other relevant organisations • Researching and identifying appropriate funders whose criteria match organisational development goals

• Monitoring and maintaining a pipeline of opportunities to bid for statutory contracts in Scotland and England and taking the lead in supporting departmental managers to prepare and submit competitive bids

• Planning ahead to ensure applications and bids are submitted in advance of any deadlines whilst maintaining some flexibility to respond to unexpected opportunities • Preparing cases for support and submitting compelling written bids and complex grant applications as appropriate

• Maintaining accurate and accessible records and producing regular reports • Liaising with project delivery and finance colleagues to track progress • Coordinating the submission of interim or end of grant reports

• Identifying opportunities for new partnerships and collaborations • Ensuring all fundraising from charitable trusts, foundations and other sources is ethical and meets the standards set out in the Code of Fundraising Practice

• Contributing effectively to the work of Fundraising and Marketing colleagues • Contributing to a fundraising strategy that supports our strategic aims and development plan

• Monitoring analytics to measure and improve fundraising performance • Writing engaging and timely case studies and news stories

**Additional responsibilities**

• Contributing to the Strategic and Business Planning activities

• Contributing to reporting on activities and impact

• Liaising with colleagues to ensure all progress reports and evaluations are prepared and completed within the agreed deadlines

• Managing data appropriately in line with the GDPR

• Understanding the policy landscape in Scotland

**Person Specification** (**Essential):**

• Minimum 3 years’ experience in a similar role

• Proven track record of excellence in bid writing with successful outcomes • Proven track record of working to and delivering against targets • Excellent written and communication skills, with the ability to write engaging copy • Experience of engaging with a range of internal/external stakeholders • Ability to work proactively, prioritise work and meet deadlines

• Strong organisational and problem-solving skills

• Ability to develop good working relationships

• Ability to work as part of a team

**Person Specification** (**Desirable**):

• Experience of working with funders, buyers and commissioners

• Knowledge, awareness or experience of Anti-Racist practice • Working knowledge of Microsoft Dynamics

**We value voluntary and paid experiences equally!** We understand that people have experiences and skills that can’t be captured in formal job experience or qualifications – no matter what your experience level, if you think you’d be a good fit for the job then please apply. We want to see what you’ve got! *(Training and professional development opportunities will be available to the successful applicant.)*

**We particularly encourage Black & POC, dark-skinned people, migrants, LGBT+ people and people who experience multiple marginalities to apply!**

Closing date: **Wednesday 1st of September** (Provisional interview date: **Thursday 9th 2021**).

**Application Form**

If you wish to be considered for one of our vacancies, please complete this application in full and return it by the specified closing date/time to recruitment@Interculturalyouthscotland.org CVs will not be accepted. Please refer to the **job description** when you complete the personal statement section.

Please be aware that if there is a large volume of applications, Intercultural Youth Scotland may not inform candidates of the outcome of their application. If you have not heard from us within four weeks of the closing date, please assume that you have not been successful in your application.

Data Protection Notice: Intercultural Youth Scotland will use this information solely for the intended reason it was gathered. All copies, physical and electronic, will be destroyed six months after the closing date if the applicant is unsuccessful.

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| **Important** − **read carefully before submitting application**  I certify that all statements made by me on this form are true and complete to the best of my knowledge. I realise that if I am employed and it is found that such information is untrue, my appointment may be reviewed and this could lead to dismissal. | |
| **Position applied for:** | |
| **1. Personal details:** | |
| First name: | Surname: |
| Address:  Postcode: | Tel (home):  Tel (mobile):  Email: |

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| **2. Employment history:** | |
| Name of current/most recent employer:  Address: | Dates employed:  From:  To:  Present salary:  Notice period: none |
| Position held: | |

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| Outline of main duties and responsibilities: | |
| Reason for leaving or considering leaving: | |
| **Previous employment:** | |
| Dates of employment:  From/to: | Employer: |
| Main duties/responsibilities: | |

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| Reason for leaving:  Dates of employment:  Employer:  From/to: Job title: |
| Main duties/responsibilities: |
| Reason for leaving:  Dates of employment:  Employer:  From/to: Job title: |
| Main duties/responsibilities: |
| Reason for leaving:  Dates of employment:  Employer:  From/to:  Job title: |
| Main duties/responsibilities: |
| Reason for leaving: |
| **3. Education** |
| **Further/Higher Education** |
| Institution’s name: |

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| Qualification | | Subjects(s) | Grade and year obtained | |
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| **Further/Higher Education** | | | | |
| Institution’s Name: | | | | |
| Qualification | | Subjects(s) | Grade and year obtained | |
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| **Secondary Education** | | | | |
| Institution’s name: | | | | |
| Qualification | | Subjects(s) | Grade and year obtained | |
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| **Membership of professional bodies** | | | | |
| Name of institution | Description of membership | | | Date awarded |
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| **Specialised training (relevant to your application)** | | | | |
| Such as further study (private, postgraduate), Continuing Professional Development (CPD) - give any qualifications obtained and date of award | | | | |

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| 4. **Personal statement**:  Use this section to show how your skills and experience **match the criteria indicated in the overview and responsibilities**. You should do this by **providing examples** to evidence how your **skills and experience** meet the job requirements. (Please limit this section to no more than 2 pages (of Arial 12pt font) |

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| **5. Other information** |
| Please use this section to provide any additional information you feel is relevant to your application e.g. voluntary work, personal achievements, other interests |
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| **6. References** |
| Please provide us two professional references. One must be your current/most recent employer. We will not contact referees without seeking advance permission from the applicant. |
| **Employer’s name:**  Referee’s name:  Position:  Address:  Phone number:  Email:  Relation to applicant:  **Employer’s name:**  Referee’s name:  Position:  Address:  Phone number:  Email:  Relation to applicant: |

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| **7. Additional information:** (Delete as appropriate) |
| Do you have a full and current Driving Licence? |
| Do you require a Work Permit to work in the UK? |

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| *Please note our roles are subject to Disclosure Scotland clearance and you will be required to produce your certificate if you are appointed to the role or apply for such clearance prior to being confirmed in post.* |
| **How did you first become aware of this vacancy? Please indicate only one.** ☐ **(Please specify) .........................** |