**Fundraiser Description**

**Salary**: £18,000 per annum (pro rata of £35,000 FTE)

**Hours:** Part time (ten days per month, to be worked flexibly)

**Duration:** 1 year fixed term contract, with possibility of extension

**Annual Leave:** 15 days, inclusive of public holidays (30 days pro-rata)

**Reports to:** CEO

**Located at:** This role can be based either at home or at Visualise’s office in Norton Park, Edinburgh. The postholder must be able to come into Norton Park when required.

**Key Responsibilities**

* Researching potential donors, funders and philanthropists.
* Engagement with the private and public sectors, grant awarding bodies, trusts and foundations. In particular, leading on developing Visualise’s connections with the private sector in Edinburgh.
* Leading on the development of successful funding proposals.
* Organising and attending fundraising events.
* Ensuring donor terms of contract are fulfilled and accurate records are maintained.
* Creating promotional activities for Visualise.
* Organising campaigns that will lead to donations
* Developing and maintaining professional relationships.
* In collaboration with colleagues and the board of Trustees, develop a fundraising strategy for Visualise.

**Skills and Experience**

* A track record of successful fundraising for the charitable sector, including achieving funding targets through a range of different methods.
* Experience in developing funding strategies for organisations.
* Excellent written and verbal communication skills
* Motivated, with the skills to build networks and relationships across a range of potential donors and stakeholders.
* Able to perform under pressure
* Exceptional organizational and presentation skills
* Excellent IT skills, including experience with the Microsoft Office package, particularly Microsoft Word