

Wallacewell Community Fellowship Fundraiser Tendering Brief

Post:	Self employed
Hours:	Flexible hours 8-10hrs / week
Length of Time:	One year
Salary:	Hourly rate you will charge for your services based upon your experience
Reporting:	Line manager; Rev. Daniel L. Frank

We are looking for an experienced fundraiser to support our Wallacewell Community Fellowship Outreach programs for the Priority area of the North East of Glasgow. (Please see our website and Facebook pages for more about the Church: wallacwell.org; Facebook: Wallacewell Community Fellowship, Oasis at Wallacewell Community Fellowship, Nurture at Wallacewell Community Fellowship)

The fundraiser would initially work closely with the minister and Core team to understand and gather information in regards to those programs that have succeeded in the past and find ways to continue these with new funds from trusts, outside organisations or funders who support the vision and goals of our community outreach and ministry as a faith based organisation.

The fundraiser will seek out new funding opportunities and build upon existing relationships with Cattanach Trust and other funders including new funds, trusts and foundations.

The ideal candidate/company will have a demonstrable track record of fundraising from a range of sources, including non-arts funders, faith based and non faith based organisations. They must be an excellent communicator both in verbal and writing skills and able to think strategically and imaginatively.

The organisation or individual must be able to identify sources of funding, preparing funding bids after clearly understanding the goals and make up of the groups, community and church.

The post offers a flexible work pattern and the opportunity to work from home.

Critical Skills:

- Ability to work to tight deadlines and excellent organisational skills.
- Experience of preparing project budgets and cash flow forecasts.
- Experience of raising significant six figure sums.

Specific Duties and Responsibilities:

- Lead on preparing bids to a range of funders, including trusts/foundations with a faith based and non faith based approach to outreach.

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- Explore and develop other opportunities to enhance income generation, such as, social media platforms, city council funding, lotteries and corporate sponsorship.
 - Have knowledge and seek new funding opportunities and be up to date with current trends and developments of Council and Funders.
 - Liaise with the Core Team and Minister in developing funding needs
 - Help us develop our case for support and articulating the impact of our programme, through preparation of advocacy materials such as publications, videos and case studies
 - Help to develop and implement a long-term fundraising strategy.

To Tender for this post send information to admin@wallacwell.org; dfrank@churchofscotland.org. Closing Date for Tenders: October 25th

For questions regarding the post call 07745732627.

Skills

Essential	Desirable
Understanding of the organisation's aims and values	Knowledge of the voluntary sector and the fundraising environment
Working knowledge of Microsoft Office and the internet.	Chartered Institute of Fundraising training and/or membership
Experience of building relationships with a broad range of individuals & groups	Knowledge of the Code of Fundraising Practice
Experience of collating information and preparing proposals & reports	Understanding of confidentiality issues and GDPR (General Data Protection Regulation)
Experience of managing multiple projects or activities	Knowledge of Gift Aid and other tax effective giving mechanisms
Experience of successfully working towards agreed financial targets	Knowledge of fundraising techniques for specific funding sources (detail as appropriate)
Ability to communicate effectively	Previous experience of working in a fundraising role
Ability to build relationships and work with a diverse range of people	Experience of developing fundraising strategies
Ability to be proactive in identifying and acting on funding opportunities	Experience of volunteering and/or working with volunteers
Ability to prioritise & meet deadlines	Ability to think strategically
Ability to work effectively in a team and independently	Ability to assess return on investment for different fundraising activities
Ability to maintain accurate records	Organised and self-motivated
Commitment to the organisation's aims and values.	Willingness to work flexibly
Empathy and high level of personal integrity	