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**About Scottish Adoption**

Scottish Adoption delivers high quality, innovative services to everyone affected by adoption. Every year we place up to 50 children who can no longer live with their birth families with adoptive parents living within an hour’s drive from Edinburgh. These are some of society’s most vulnerable children who may have seen unthinkable things in their early years through abuse and neglect. Following placement, we provide post adoption support to strengthen these new family units, support parents and help the children to heal from their traumatic early experiences.

Scottish Adoption is looking to recruit a freelance fundraiser to build upon existing relationships with trusts and foundations and seek out new funding opportunities. The ideal candidate will have a strong track record of fundraising, ideally from a range of sources and particularly from trusts and foundations. They will have knowledge of the fundraising landscape and good research skills. An ability to share the stories of everyone affected by adoption in a way that moves people and gets across the value of the work we do is also essential. The candidate will also have strong interpersonal skills, be self-motivated and able to work independently.

**Role Description**

Fee: hourly rate of £25

Hours: Part-time (approximately 10 hours per week. This can be worked flexibly – some months may be busier that others depending on the funding cycles)

Duration: 1-year contract, with possibility of extension

Reports to: CEO

Located at: Anywhere in Scotland

Funding target: Annual fundraising target of £100,000 - £150,000

**Key Responsibilities**

* Researching potential trusts and foundations and building relationships with them
* Researching and writing compelling funding proposals
* Developing connections with the private sector in Edinburgh
* Organising and attending fundraising events
* Ensuring the monitoring and evaluation of all funding awards is carried out
* Developing a fundraising strategy in collaboration with the CEO
* Introducing and developing community fundraising by promoting participation in challenge/sponsored events
* Develop donor fundraising from families we have supported over the years, including the introduction of an annual Christmas appeal
* Direct, guide and encourage those who organise their own fundraising events, ensuring good practice

**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 work independently
* Good organizational and presentation skills
* Good IT skills, including experience with the Microsoft Office package, particularly Microsoft Word
* Motivated, with the skills to build networks and relationships across a range of potential donors and stakeholders

**How to Apply**

Please send a CV and covering letter to [alisonh@scottishadoption.org](mailto:alisonh@scottishadoption.org)

Deadline for applications: Friday 12th November