

Job Description & Person Specification

Post: Director of Fundraising and Business Development

Salary Banding: Level 8 (£41,708 rising to £42,416 with a year)

The Director of Fundraising and Business Development believes that good fundraising and business development enhances all the work of the charity.

The Director of Fundraising and Business Development will lead all of our fundraising and income generation activity across the whole gamut of different income streams. They will develop and implement a fundraising strategy that utilises trusts and foundations, participates in tenders, identifies and wins government grants and awards, builds powerful individual and community giving campaigns and generates unrestricted traded income through social enterprises and our nascent training programme.

You may not have experience in all of these areas, but we will support you to build a multifaceted team. We want you to have an entrepreneurial attitude, one where you are excited about the prospect of building and delivering new and exciting income streams for the charity that not only provide us with greater income but also enhance our mission to make sure that no one has to face mental ill health alone.

What I do and what I achieve

- Creates and implements an innovative fundraising strategy that generates new income for the charity.
- Lead a team of fundraisers and business development professionals to ensure that we are utilising all income streams and are getting excellent return on investment.
- Co-ordinate and manage fundraising, comprising community, trust, corporate, traded income, major donor, statutory contracts and digital fundraising, across the organisation
- Build powerful and long-lasting relationships with funders.
- Develop and lead our traded income propositions including our training and consultancy business and potential future retail/hospitality opportunities
- Support our business development managers to go for and win tenders across the country to deliver high quality services.
- Build and enhance our community fundraising and individual giving functions
- Is a senior leader across the charity, taking ownership of our development and ensuring that we have the plans and resources in place to match our ambitions.

Who I am

- You are passionate about making a difference to people's lives and about the difference that high quality, integrated fundraising strategies can make to the impact of an organisation. .

- You have an entrepreneurial spirit, you look for new and exciting opportunities and are positive about future possibilities.
- You are an innovative leader who takes people with them and builds strong trusting relationships with internal and external stakeholders.
- You can demonstrate leading fundraising projects and activities at a senior level from inception to completion, creating new income streams and raising revenue.
- You have demonstrable experience of creating and delivering on ambitious fundraising strategies.
- You have experience of managing a range of fundraising activities and team members and integrating them into a cohesive offering.
- You have excellent interpersonal, written and oral skills. You are comfortable and knowledgeable of online fundraising.
- You are comfortable writing and developing bids. Some experience of corporate fundraising, bidding for statutory tenders and individual giving would be advantageous.
- You are ambitious about what you, your team and the organisation can achieve. You see a challenge as an opportunity to improve and deliver outstanding service and support. You are a changemaker.

General Duties

- Act in accordance with Data Protection legislation. Ensure all records, personal, staff and client data are managed in line with Data Management and Information Governance policies
- Comply with legal and regulatory requirements such as provisions set out in the Health and Safety at Work Act 1974
- As with all employees, workers and volunteers; to encourage people to join Support in Mind Scotland as a member, donor or activist
- To act in accordance with the charity's Health & Safety and Safeguarding policies and to notify your line manager promptly if there are any concerns
- To participate in regular supervision and appraisal and undertake any relevant training as appropriate to the role
- To work in accordance with the charity's national policies and local operating procedures and those of external regulators or professional bodies.
- To be friendly, polite and professional to all staff, members of the public and people we support.

This job profile and list of duties is not exhaustive and serves only to highlight the main requirements. The line manager may stipulate other reasonable requirements and projects commensurate with the general profile and grade of the post.