

Job Title: Head of Fundraising

Location: Logie Green Road, Edinburgh, EH7 4HF

Reporting to: Deputy Chief Executive

Four Square Scotland is an Edinburgh charity working for more than 40 years to prevent homelessness and promote inclusion. We provide services directly to people who are homeless, or who are at risk of homelessness to overcome any barriers they may face in creating a stable life for themselves in their community. At the core of Four Square are the values on which the organisation is based. These are equally applied to the people we support, our colleagues and our partners and are: Integrity; Excellence; Dignity; Support.

Alongside our support services we have social enterprises, which provide independent income for our charity as well as volunteering and training opportunities for those who use our services.

We are driven by our mission to ensure everyone has the opportunity to have a home and a place in their community.

The Role:

This role is a new role within Four Square and sits within the management team of the organisation. You will be the sole fundraiser for the charity, but will have scope to build a team and to draw on resources throughout the organisation.

Four Square has modernised and developed beyond recognition in the past three years. We have solid foundations in place and we are now in a position to grow our charity by scaling up the level of impact we have.

Fundraising is key to achieving this vision and we are looking for an individual who shares our passion, drive and enthusiasm for what we do.

Our current income streams are generated through the commissioned services we provide for the council; lottery funding; and the unrestricted income generated from our social enterprise. We want the successful candidate to focus initially on securing funding for some large-scale projects and then advising the Leadership Team on a fundraising strategy that will best support our strategic plan.

Trust and Foundations will be a key focus but we'd also like to pursue a new focus on corporate fundraising and major donor programmes.

JOB PURPOSE

- To lead, manage, develop and implement the fundraising strategy for Four Square;
- To deliver a multi-stream fundraising strategy to build unrestricted as well as restricted income;
- To set up and maintain systems and processes to support the strategy;
- To work in partnership across the organisation to raise the profile and awareness of Four Square and to communicate and liaise with a range of internal and external stakeholders.

KEY RESPONSIBILITIES

Fundraising

1. To devise, manage and implement a dynamic and proactive fundraising strategy to maximise and prioritise income generation from all income streams including events, grants from statutory and non-statutory sources, events, individuals, major donors, legacies and corporate/community giving for both restricted and unrestricted funds.
2. To initiate, build and maintain positive relationships with all supporters, funders, donors and key stakeholders.
3. To oversee the research, preparation and submission of applications, ensuring funding applications are submitted in a timely manner.
4. To prioritise, schedule and deliver new campaigns to secure funding from key sources.
5. To keep up-to-date on best practice within the charity sector generally and particularly changes to fundraising regulation, legislation and codes of practice.

Financial Management and Reporting

6. To provide robust financial management of all contract and grant funding ensuring that we meet reporting obligations and develop strong, long-term funding relationships.
7. To ensure the accurate recording of donor information and the timely acknowledgement of donations in line with best practice.
8. To manage, monitor and evaluate all income sources, financial budgets and resources ensuring proper management of all funds and adherence to regulatory requirements.

Monitoring and evaluation

9. To analyse and interpret Four Square qualitative and quantitative information, using this to demonstrate the impact of the organisation's work to funders.
10. To report back to funders on grants secured providing monitoring and evaluation against KPIs.
11. To elicit and review feedback from funders and supporters and use this to refine and improve funding applications, supporter experiences and where appropriate, the strategy.

Communications

12. To plan and implement effective communications strategies and design and produce fundraising materials to support the income generation strategy.
13. To work with colleagues, to develop the website and social media presence, raising the profile of the organisation's work and ensuring that our online presence supports our fundraising strategy.

Management Responsibilities

14. To be an active member of the Management Team;
15. To act as an Ambassador for the charity at all times.
16. To attend and contribute to Board and staff meetings.
17. To train and support fundraising volunteers.
18. To provide fundraising reports as required by the CEO and Board.

Terms & Conditions:

- ❖ £33061 to £45000 depending on experience per annum
- ❖ Full-Time, 35 hours per week
- ❖ 35 days holiday rising to 40 on completion of 5 years' service
- ❖ Based in the city of Edinburgh

How to Apply

If you are an exceptional candidate looking for a challenging and exciting role a job description, person specification and application form can be downloaded from our website or by emailing tracys@foursquare.org.uk

Closing Date

Closing date for applications is Monday 17th January 2022.