

Post: Fundraising Manager

Salary banding: Level 6

In this role I will lead Support in Mind Scotland's trust fundraising activities to sustain current services and generate new income for the organisation. I will develop fundraising strategies and lead on developing and writing larger bids to Trusts and Foundations. I will work closely with our service managers, Director of Fundraising and Business Development and other colleagues, to ensure that we maximise opportunities to identify funds for our existing and new local and national services.

I will oversee the quality and integrity of our fundraising to ensure we meet the highest standards, protecting the brand and reputation of Support in Mind Scotland

What I do and what I achieve

- engage trusts and grant-makers in our plans to help us secure and deliver on our annual targets
- plan and manage your own workload, organising a range of internal and external-facing projects and prioritising relationship development with trusts and grant-makers.
- submit compelling funding applications with detailed budgets containing confidential information.
- take proactive steps to understand the funding environment and make plans accordingly.
- interpret complex internal information for specific trusts and grants audiences to engage them and maximise relationship development.
- proactively develop stewardship of trusts and grant-makers, including identifying the best ways to engage them face-to-face with colleagues from across the organisation.
- carry out prospect research regularly.
- maintain and improve internal records to help improve relationships with trusts and grant-makers.
- forecast income and expenditure, report on these and take early mitigating action when necessary.
- possibly, in future, manage staff - recruiting, supervising, listening to and improving this team.
- disseminate information to the National Management Team, specifically area managers and advocate for them.
- support the Director of Fundraising and Business Development with wider fundraising activities and strategy
- work with colleagues across fundraising and communications
- work highly persuasively with colleagues, at all levels across the organisation, to help them to understand how to develop projects and proposals that will develop relationships with trusts and grant-makers to maximise long-term income.
- contribute to regular reports on activity and income and expenditure against budget.
- contribute to a culture of consistent improvement through ongoing analysis: monitoring, testing, refining and evaluating the success of all new and existing activity.

Who I am

- You will be a high performing fundraiser with experience of delivering income growth through effective relationship management with funders and possibly other areas within fundraising.
- You will be ambitious and proactive and relish the opportunity to support the charity to achieve its ambitious goals.

- You have a strategic mind to map out the needs of the charity's activities and align with opportunities for financial support from funders to maximise this potential.
- You will enjoy building relationships internally and externally and take a people-centred approach to working.
- You will have a creative approach, with an ability to write interesting and engaging proposals.
- You will thrive in working with funders and partners on a day -to-day basis, be a self-starter and have high standards for yourself and others.
- You will have a proven track record in trust fundraising but also an interest in other areas of fundraising and keen to be part of the wider team's activities such as writing corporate proposals or getting involved in individual giving or community fundraising.
- You will need to bring with you the following skills and experience:
 - Substantial experience of working in the fundraising sector
 - A demonstrable track record of successfully generating income and achieving targets from trusts and other funders
 - A track record of developing donor relationships through networks and stewardship.
 - Proven ability in and experience of developing positive relationships and communication with staff at all levels and partner and funder organisations – including developing detailed funding propositions in partnership with project staff.
 - Developing funding opportunities and creating attractive proposals
 - Producing impact and evaluation reports for funders
 - Writing for different audiences/contexts
 - Confident multi-tasker able to manage multiple complex and multi-faceted projects and prioritise accordingly.
 - Experience of developing and reporting on complex budgets
 - Excellent written and spoken communication skills
 - Confident and enthusiastic with excellent interpersonal skills
 - Solid IT skills, including Microsoft Word, Excel, PowerPoint, Outlook and databases

You may also have:

- Experience of managing staff and/or volunteers
- University education
- Sound understanding of relevant fundraising regulations and GDPR.
- Experience of successful fundraising or relationship management outside Trusts and Grants

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.

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.