

Senior Fundraiser & Business Development Coordinator

Job Description



Responsible to:	Head of Resource & Development
Job Summary:	Families Outside is the only national charity in Scotland that works solely to support families affected by imprisonment. Motivated by our vision and purpose, this post contributes directly to the sustainability and growth of Families Outside through the development and implementation of funding relationships and strategies in order to improve outcomes for families affected by imprisonment.
Salary:	Families Outside scale points 34-37 plus benefits, updated annually subject to appraisal and where funds allow.
Hours:	21 hours per week (negotiable)
Location:	The location of this post is flexible, with the expectation of a blended working model.
Probation:	A probationary period of 6 months will apply.
Holidays:	25 working days per year, plus 10 Public Holidays increasing to 27 days after five years of service.
Pension:	The pension scheme is a Group Stakeholder Pension Scheme. Employees can choose to 'opt out' of the scheme, but not doing this means automatic enrolment. Families Outside will contribute 4% to the scheme. Employees choose their own level of contribution, but the combined total is required to be at least 7%.

Key accountabilities	Tasks
Support the sustainability and growth of Families Outside	<p>Work alongside the Resource & Development Team to identify and pursue ethical funding sources and compose funding bids that support our Strategic Aims.</p> <p>Develop and maintain relationships with funders and potential funders, including through the timely drafting and submission of comprehensive funding reports.</p> <p>Lead design processes and bid development, working in collaboration with relevant members of the wider Families Outside team.</p> <p>Develop and maintain an annual fundraising strategy, engaging with the Senior Management Team and keeping them updated on progress.</p> <p>Explore, develop, and introduce as appropriate new fundraising processes including legacies and individual giving.</p> <p>Monitor progress on contracts, and create and implement clear plans for the end of contracts and funding streams.</p>
Increase the impact of Families Outside	<p>Maintain a good knowledge of Families Outside's activities and the sectors in which we operate to ensure our approach reflects best practice and embraces opportunities for innovation.</p> <p>Support the development of meaningful measures of successful outcomes through a clear understanding of delivery model and family journey.</p>

	<p>In collaboration with relevant members of the Families Outside team, ensure the electronic database is fit for purpose, effectively recording each family's journey and providing meaningful data for key stakeholders.</p> <p>Develop and implement systems to gather regular feedback from key stakeholders.</p> <p>Monitor and analyse data and trends on the database to prepare and submit monitoring reports to external stakeholders, and to inform reflective practice for internal staff teams and the Board.</p>
General tasks and responsibilities	<p>Adhere to and maintain professional boundaries at all times by following Families Outside organisational policies, working within the aims and objectives of the charity.</p> <p>Participate in staff meetings and in Families Outside events as required.</p> <p>Bring to the attention of the Head of Resource & Development, or in their absence, the Chief Executive, any situation that may compromise the organisation's position.</p> <p>Actively engage in internal and external communications.</p> <p>Attend relevant and appropriate training courses.</p>

All staff are expected to undertake any other reasonable duties as required and appropriate to the role. All staff should seek support from their line manager when appropriate and necessary. Regular development sessions will be given, and the opportunity to debrief at other times will be paramount.

Additional duties will be to cover unforeseen circumstances or changes in work and will usually be compatible with the regular type of work. If an additional task or responsibility becomes a regular or frequent part of the job, it will be included in the job description in consultation with the post holder.

This post may be subject to a disclosure check carried out through Volunteer Scotland. A previous criminal record does not automatically prevent someone from qualifying for this post. Each case will be assessed on its own merits.

Person Specification - Selection Criteria	Essential	Desirable
Education		
A relevant professional qualification (e.g. Chartered Institute of Fundraising)		*
Previous Experience		
Experience of working in Business Development or fundraising	*	
Proven experience of income generation	*	
Proven experience of relationship management	*	
Experience of working in a third sector organisation		*
Experience of supervising staff		*
Some knowledge of the criminal justice system		*
Skills and Abilities		
Good negotiation, communication, and interpersonal skills	*	
Ability to understand and empathise with the needs of families affected by imprisonment	*	

Skills in information gathering, analysis, and interpretation	*
Excellent verbal and written communication skills, including accurate spelling and grammar	*
Experience in setting and maintaining professional boundaries	*
Ability to work independently and as part of a team	*
The ability to deal with work pressures, exercise sound judgement, manage time effectively, meet deadlines, and to organise and set priorities for your own work and for the work of others	*
Computer literate, including experience with databases	*
Valid driving licence and access to a car for work purposes	*
Personal Qualities	
Understand and demonstrate commitment to the aims and values of Families Outside	*
Approachable, adaptable, respectful, honest, punctual, reliable, and trustworthy	*
Self-aware, regularly reflecting on your work and its impact on target audiences	*
Non-judgemental, approachable and reliable, calm attitude, and able to maintain confidentiality and personal boundaries	*
Willing to undertake relevant training, and commitment to personal development	*