

**Job Description & Person Specification**

**Post: Community Fundraising Officer**

**Salary Banding: Level 5**

**What I do and what I achieve**

In this role you will be responsible for income from all aspects of community fundraising: mass participation events, individual fundraisers, community partner fundraising and events and generally finding opportunities for support in our community. We are a ‘muck in’ kind of charity so you will have significant opportunities to grow and develop your experience and skillset.

We are looking for a someone with experience of community fundraising and delivering income growth through effective relationship management. You will be ambitious and proactive and relish the opportunity to support the charity to achieve its ambitious goals.

As a natural organiser and networker, you will thrive working with community fundraising volunteers and organisations, building networks in the community, motivating others and be a self-starter and have high standards for yourself and others.

You will have experience on developing and delivering on strategies for community fundraising and can demonstrate maximising the potential from mass participation events, individual fundraisers and other community fundraising activities. You will enjoy building processes that create high quality customer experiences.

You will be comfortable with targets and driven to exceed these and grow the support of the charity.

You will be a team player as well as being comfortable working autonomously and be excited to contribute to the wider team’s activities as fundraising grows in the charity.

We are looking for someone who is people-focussed and loves making connections in the community and actively seeking opportunities and maximising those. Someone with the energy and drive to establish and build a diverse and successful community fundraising area in our charity.

You will be friendly and outgoing with an eye for opportunities and thrive on the multiple interactions with our supporters in this role. You will be someone who is ambitious to grow and develop new income streams and doesn’t mind mucking in and getting things done.

## **You will bring the following experiences and skills:**

* Experience of working in the fundraising sector in a professional capacity
* A demonstrable track record of successfully generating income and achieving targets from community fundraising sources
* Experience of growing support from mass participation events and sponsored individual fundraising activities and challenges
* Experience of working with and developing volunteers
* Experience of proactively exploring new avenues of funding from community organisations
* Able to work in a fast-paced environment, and to tight deadlines
* Excellent written and verbal communication skills and ability to communicate with a wide range of people
* Understanding of the principles of effective marketing, communication and engagement
* Proven ability in and experience of developing positive relationships and communication with staff at all levels
* Good financial acumen
* Ability to effectively manage time, work under pressure and manage conflicting priorities
* Confident and enthusiastic with excellent interpersonal skills
* IT skills
* A positive ‘we can do it’ and ‘let’s make it happen’ attitude.

**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.