

JOB DESCRIPTION



Post: Fundraising Officer

Reports to: Director of Children's Services

Job Purpose

To initiate, grow and develop new streams of income, including grants/trusts, local and national government funds and tenders, whilst developing other key income streams such as major, regular giving and corporate donors. To identify and take forward a range of funding opportunities for core strategic aims.

Key Tasks and Responsibilities

- Devise strategies, plans and ideas for development of fundraising and income opportunities;
- Identify and secure funding sources for multiple stakeholder groups from a broad range of funding sources, including public sector, Scottish and UK government, as well as private sector grant/trust funding;
- Explore, develop, and introduce new fundraising processes including legacies and individual giving;
- Submit compelling funding applications with detailed budgets containing confidential information;
- Ensure grant applications are completed in a timely and accurate fashion, and are managed to meet the requirements of grant and funding bodies;
- Develop and maintain an annual fundraising strategy, engaging with the senior management team as necessary;
- Organise a range of internal and external-facing projects, developing relationships with trusts and grant-makers to maximise long-term income;
- Interpret complex information for specific trusts and grants audiences to engage them and maximise relationship development;
- Plan and deliver effective, exciting and appropriate fundraising activities and an ambitious fundraising programme;
- Analyse the success of all new and existing activity through monitoring, testing, refining and evaluating;
- Ensure recording of all relevant Monitoring and Evaluation information required by funders;
- Monitor progress on contracts and create and implement clear plans for the end of contracts and funding streams;
- Ensure the personal data of donors, supporters and prospects is maintained in line with GDPR requirements and best practice in fundraising as outlined in the Code of Fundraising Practice;
- Oversee the creation of fundraising marketing materials, flyers, leaflets, videos, etc, to be used for promoting the organisation;
- Contribute to the update of website and social media content;
- Actively engage with children and young people, staff, families and Board members to develop case studies and compelling funding narratives for funding and social media purposes;
- Manage the administrative aspects of fundraising, including tracking donations.



Skills and Experience

- Experience of developing and delivering fundraising strategies including in-depth knowledge of several of the following areas: securing support from high net worth individuals; driving corporate partnerships; trust fundraising; committed giving programmes; legacy programmes;
- At least two years' experience in a fundraising role;
- Demonstrable experience of writing successful fundraising bids and proposals;
- Able to effectively manage multiple deadlines and projects/effective time management;
- Experience of developing, reinforcing and leveraging brand identity and profile raising;
- Able to write high-level and compelling funding applications;
- Excellent communications skills, both verbal and written, and exceptional presentation skills;
- Able to cultivate long-term relationships with grant-giving bodies and donors;
- Forward looking and creative, able to generate and implement new and innovative ideas.

Professional Competencies

- Sound understanding of relevant fundraising regulation;
- Previous experience of working in Fundraising or Business Development;
- Proven experience of income generation;
- Proven experience of relationship management;
- Possess excellent influencing, negotiation, written and oral communication skills particularly around bid development and tendering;
- Act in accordance with Data Protection legislation. Ensure all records, personal, staff and client data are managed in line with Data Management policies.

Personal Competencies

- Enthusiastic and confident; flexible and innovative in approach;
- Independent decision maker with excellent problem solving skills and mature judgement;
- Flexible and adaptable to meet needs of the post;
- Computer literate, including the ability to create promotional materials;
- Willing to undertake relevant training, and commitment to personal development;
- Full UK driving licence and access to a vehicle with business insurance cover.