***Fundraising Co-ordinator***

Job Description & Person Specification

The Fundraising Co-ordinator is responsible to the relevant functional lead. Working closely with the Leadership Team and Service Managers, the Fundraising Co-ordinator will develop and lead on the fundraising strategy and plans to ensure FCSS can meet income targets for grants, events, donations and sponsorship, effectively identifying and developing opportunities.

***Specific Responsibilities include:***

* To act as the lead fundraiser for Flexible Childcare Services Scotland, being the key contact for donors wishing to support the organisation***.***
* Research, develop and deliver fundraising proposals, identifying new sources of funding and prospective donors.
* Ensuring FCSShas an up-to-date fundraising strategy that aligns with the key priorities of the organisation, and that plans are effectively implemented.
* Be accountable for the creation of strategies and plans that identify effective approaches to obtain income against defined financial targets
* Ensure that accurate and up to-date records are kept on each stage of the fundraising process, including applications in the pipeline and probability of success.
* Build relationships with funders, and ensure funder reporting requirements are delivered timeously and to the required standard.
* Establish relationships with potential supporters locally and nationally, continue to engage these stakeholders.
* Cost new approaches and makes reasonable predictions of probable and possible income
* Propose and manage fundraising budgets
* Maintain and apply an understanding of best practice in fundraising, and an understanding of OSCR fundraising regulations.
* Develop procedures when required to guide other team members to best practice.
* Write and submit effective grant applications
* Develop events, public donation appeals and corporate sponsorship where feasible, ensuring these are delivered within agreed fundraising budgets.
* Achieve personal income targets.

The job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time.

**Personal Specifications:**

**Essential**

* A minimum of three Highers or equivalent
* Experience of working in the fundraising sector and a demonstrable track record of successfully generating income and achieving targets from funders
* Be results focussed
* Able to communicate to a high standard across all forms, with excellent attention to detail.
* Proven ability in and experience of developing positive relationships , and communication with external stakeholders at all levels
* Sound understanding of relevant fundraising regulations
* Confident and enthusiastic with excellent interpersonal skills
* Ability to work to strict deadlines, and confident at multi-tasking, working on multiple projects simultaneously with varying deadlines.

**Desirable**

* Display resilience and confidence
* Be organised and self-motivated

**Further information:**

* **Period of appointment:** The appointment is permanent
* **Confirmation of appointment** is subject to satisfactory completion of a 3 month probationary period and receipt of other vetting requirements.
* **Salary:** £28,965 - £31,471 per annum pro-rata
* **Hours of work:** 25 per week, with possibility full time in the future
* **Holidays:** 37 paid days pro rata including Public Holidays
* **Pension:** The FCSS Pension scheme is a Flexible Retirement Plan, with The Pensions Trust. On appointment you will be automatically enrolled but following a qualifying period you may increase your contributions. Where an employee pays a minimum contribution of 3% of salary, FCSS will make a 7% contribution.
* **Training and Support and Supervision:** You will receive induction training and frequent support in the first three months. Thereafter you will receive monthly individual support and supervision and annual appraisals. Regular team meetings are held, and all members have access to internal and external training.
* **Long Service Awards** - Financial or annual leave rewards after 10 years of service
* **CycleScheme** - Save a between 25% & 39% on new bike packages
* **Generous life assurance scheme**

**Equal Opportunities and Family Friendly employment:** FCSS aims to be an equal opportunities and family friendly employer. The post is open to job sharing.