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|  **Edinburgh Dog and Cat Home****Job Description** |

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| **Job Title** | **Face-To-Face Fundraiser** |
| **Reporting to** | Senior Individual Giving Officer |
| **Location** | Across East and central Scotland with visits to Edinburgh Dog and Cat Home. |
| **Contract** | £20,000-£23,000 per annumFull time - 35 hours per week18 month fixed term |

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| **Duties and responsibilities** |
| **Working with the Lead Fundraiser to grow and develop the Home’s regular giving programme through in person face-to-face fundraising.** * Recruitment of regular givers through in person engagement via door-to-door, private site, events and streetfundraising.
* Attend community events, bag packs and bucket shakes to raise funds through one-off and regular donations
* Securing one-off donations where appropriate
* Provide excellent, professional and tailored supporter centric communication to all potential and new supporters.
* Ensure to champion the Home and it’s work at all times in a professional, friendly and engaging manner, adhering to the Home’s brand guidelines and key messages.
* Keep up to date with innovation, changes, legislation and good practice in your area of fundraising and ensuring to put this into practice.

 * Ensure a continuous development of skills and knowledge required for the post, undergoing training and review as required by the Home.
* Any other reasonable duties commensurate with the post.
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| Person Specification |
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|  | Essential | Desirable |
| **Experience** | * Demonstrable experience in a customer service, sales, fundraising or membership role
* Working in a team to achieve set objectives
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| **Skills and Knowledge** | * Excellent verbal communication and story-telling skills
* Excellent time management skills
* Strong relationship management skills
* Strong attention to detail
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| **Personality** | * Positive professional attitude
* Friendly, confident manner, able to develop and sustain relationships with people at all levels
* Persuasive advocate for animal welfare
* Resilient and able to handle negative responses
* Hands on and target driven approach
* Have a creative and constructive approach to challenges and opportunities
* Ability to adapt positively to changing demands and priorities
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| **Other** | * Willingness to work outdoors and various locations across East and central Scotland
 | * Full UK driving license
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