

Fundraising Lead Information Pack

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Job Details

Job title:	Fundraising Lead
Reporting to:	Director
Direct Line Reports:	Trusts Fundraiser, Database Officer recruited in year 1 and a Community Fundraiser, Donor Development Officer and Social Media Officer within the following three years
Contract Type:	Permanent contract
Hours:	37.5 hours per week
Work Pattern:	Flexible, hybrid working
Salary:	£32,000-£38,000
Location:	New Lairdship Yards, Broomhouse Road, Edinburgh, EH11 3UY

The Application Process

Application deadline:	Open for applications.
Interview date:	Interviews will be held as applications are received.
Interview location:	In person, Edinburgh
Interview format:	45-minute interview + 10 minute presentation and questions

Please email your CV and cover letter to recruitment@edinburghfoodproject.org

About Edinburgh Food Project

Edinburgh Food Project was established in 2012 with the aim of reducing the effects of food poverty in Edinburgh by providing emergency food parcels to those in the community most in need. Over the last three years, we have been transitioning our 7 foodbank centres into “More than Food” hubs to allow our clients to access dedicated support to help them with their immediate and underlying problems to reduce/eliminate their need for food bank assistance and build their financial resilience for the future.

Edinburgh Food Project are now going through a period of change, developing their strategy to reflect the Scottish Government Consultation: Ending the need for foodbanks, and the Poverty Commission's Report, A Just Capital.

Job Description

Purpose of Role:

This is a key role within the Edinburgh Food Project. Reporting to the Director and working closely with the Fundraising Sub Committee, the Fundraising Lead will identify, generate and grow charitable income by nurturing existing relationships and engaging new supporters, and maximising all opportunities for support.

The role will require fundraising leadership, direction and expertise in order to support the Edinburgh Food Project over an ambitious period of change and expansion. As a small charitable organisation with ambitions to grow our voluntary income we need an experienced individual to lead a newly appointed fundraising team and develop all aspect of the fundraising function across Community, Individual Giving, Corporates and Trusts and Foundations.

Key Responsibilities

- Oversee and develop all areas of the fundraising operation to ensure that support is maximised from all income streams
- Through the development and monitoring of robust plans and strategies, deliver on all agreed fundraising objectives and financial targets
- Recruit, lead and effectively manage the fundraising team in accordance with EFP's policies and best practice
- Develop stewardship and engagement programmes that increase lifetime value of current supporters and recruit new supporters, and ensure that they receive timely and high-quality information and feedback that meets their requirements (via formal reporting or otherwise)
- Actively promote and encourage fundraising activity within the community
- Lead the development of supporter communications and products to effectively engage with all areas of the community across all channels including digital media.
- Oversee all funding bids and corporate pitches from research to completion and ensure applications and report deadlines are adhered to, and maintain productive relationships with all funders
- Set and manage the fundraising budget, including forecasting and analysis of income and expenditure trends. Ensure expenditure is kept to its most effective minimum
- Positively represent EFP and its work at events, meetings, and strive to increase awareness of the Organisation's work and need for support
- Work with colleagues to effectively manage the administration of fundraising activity, including banking, donations and recording fundraising activity efficiently, ensuring all records are accurate and up to date.

- Embed a fundraising culture throughout EFP that maximises all opportunities for engagement and support
- Ensure compliance with all regulations, specific codes of practice and best practice, and that fundraising policies and procedures are developed or updated as required
- Undertake any other responsibilities that advance the work of EFP and increase support for the Organisation as required.

Person Specification

Essential criteria

- Fundraising qualification or qualified by experience. Proven excellent track-record in generating income from all income streams.
- Demonstrable experience of developing and managing high quality relationships with individuals, corporates, charitable trusts and foundations
- Familiarity with fundraising regulations, as well as with relevant general charity legislation
- Experience of setting budgets, monitoring income and expenditure
- Able to communicate clearly both formally and informally, verbally and in writing
- Excellent organisational skills, attention to detail and ability to work to deadlines
- Strong customer focus and the ability to work well with a wide range of people
- Proactive, self-motivated and organised – experienced at working independently, managing multiple priorities simultaneously and achieving success within a target driven environment.
- Excellent IT skills including MS Office and working with databases

Desirable Criteria

- Professional qualification
- Experience of the poverty charity sector
- Experience of CRM systems
- Valid driving licence

Entitlement to work in the UK

A job offer will be subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK if you are successful and an offer of employment is made. Please note that Edinburgh Food Project does not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system.

Employee Benefits

Compensation

- We are an accredited Living Wage Employer!
- Competitive salary



Holiday

- 34 days annual leave, which includes 9 bank holidays.

Pension

- We'll automatically enroll you into our pension scheme
- We offer a 4% minimum employer contribution and will match your contribution up to a maximum of 8%
- You'll need to pay at least 4% too, but you can opt to add more for the tax benefits!
- You can opt out if you'd prefer not to have a pension at all

Health and Wellbeing

- Generous paid sick leave for both physical and mental health.
- 1 week full pay, in your probationary period
- 4 weeks full pay and 4 weeks half pay thereafter

Family

- Maternity pay – 1st 16 weeks full pay, 2nd 16 weeks half pay
- Paternity pay – 5 weeks full pay
- Paid adoption and shared paternal leave also available.

Business Travel

- 45p per mile paid for business travel

Learning

- Learning budget for training courses and conferences.

