

## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Head of Scotland (Fundraising)
<b>STATUS:</b>	Full-time
<b>HOURS:</b>	9:00am – 5:00pm (JDRF operates a flexible working policy)
<b>SALARY:</b>	£40,125 - £43,050 per annum inclusive
<b>HOLIDAY:</b>	25 days plus statutory holiday days
<b>LOCATION:</b>	Scotland  Home based in Scotland and/or Aberdeen office based, however travel across the United Kingdom will be required
<b>REPORTS TO:</b>	Deputy Director of Fundraising (High Value)
<b>DIRECT REPORTS:</b>	2 x (Senior) Fundraisers
<b>KEY INTERNAL RELATIONSHIPS:</b>	High Value Partnerships team, Fundraising & Engagement Management Team, wider Fundraising team, Finance, Community Engagement, Policy, Communications and Marketing teams.
<b>KEY EXTERNAL RELATIONSHIPS:</b>	JDRF supporters, volunteers, fundraisers and donors; Scottish Government, NHS Scotland, research and academic institutions and other key stakeholders in public health and type 1 diabetes; suppliers, senior level corporate contacts and institutional funders.

JDRF is the type 1 diabetes charity in the UK. We are committed to eradicating type 1 diabetes and its effects for everyone in the UK with type 1. To achieve this we:

- drive research to cure, treat and prevent type 1 diabetes

- accelerate access to type 1 diabetes treatment technologies and medicines
- support people living with type 1 diabetes

Through our international JDRF network, our funding of UK researchers, our advocacy work with the NHS and the support we provide to people with type 1, we know that we can push new boundaries and generate unprecedented progress in the next few years to prevent, treat and ultimately find cures for type 1 diabetes.

## **FUNDRAISING & ENGAGEMENT DEPARTMENT**

JDRF receives no direct government funding so all our income is voluntary income raised by the fundraising department. Our enthusiastic and committed fundraising team works in a diverse range of income generating activities with successful mutually rewarding relationships with our supporters always at the heart of what we do.

## **PURPOSE OF THE ROLE**

To lead on the development and implementation of JDRF's fundraising strategy in Scotland, responsible for growing income and delivering a strong ROI across DIY fundraising, corporate, trusts, major donor and events streams (working in concert with Active Events team on sporting events).

To identify and deliver new opportunities for income generation in Scotland, working closely with UK-wide teams, and overseeing management and development of existing portfolio of activities (eg Edinburgh Ball).

To increase the visibility of JDRF's activities through engagement with key stakeholders and decision makers in policy development and delivery in public health Scotland relating to type 1 diabetes, resulting in increased donations and support.

## **KEY RESPONSIBILITIES**

The Head of Scotland (Fundraising) will be responsible for developing and implementing a comprehensive fundraising strategy in the nation that achieves our ambition to build income by 45% from £350k in the current financial year to £500k plus+ by financial year 2026. The Head of Scotland (Fundraising) will collaborate with public affairs and community engagement as well as income generation teams. This will enable the postholder to access the strategic policy thinking in the nation, stewarding relationships with key senior stakeholders to drive growth and engagement across Scotland. The postholder will hold a key

co-ordinating and development role helping to deliver on organisational mission in Scotland. Key responsibilities will be

- To work closely with the Deputy Director of Fundraising to develop JDRF's strategy for fundraising in Scotland, incorporating UK wide initiatives and bespoke national approaches to suit the local context.
- To lead cultivation of major donor and corporate prospects in Scotland and provide ongoing stewardship/account management to grow value, including developing proposals and reporting, working with internal teams.

To steward JDRF's relationships with key decision makers in the Scottish government, NHS Scotland, academic institutions, charities and patient groups relating to type 1 diabetes in order to further JDRF's mission goals and income growth.

- To contribute to the delivery of JDRF's Fundraising and Engagement strategy as a member of the departmental senior leadership group, The Fundraising Management Team
- To manage the JDRF Scotland team of two Fundraisers, providing support, development and guidance.
- To recruit and deliver ongoing stewardship to DIY fundraisers in Scotland, offering advice, materials and support, to maximise income and build lasting relationships, allocating resources using the data-driven principles of relationship fundraising.
- To lead management of events in Scotland, including the Edinburgh Ball and One Walk, working with supporter committees, and JDRF Special Events and Active Events teams, recruiting and stewarding participants to ensure activities deliver on budget.
- To identify and develop new initiatives and recruit participants in Scotland to national fundraising campaigns and events through relationship fundraising to drive income from supporters, working in concert with other teams as required.
- To lead team's involvement in the digital space, focusing on guidance to supporters on use of digital platforms, working closely with Supporter Care & Stewardship, Finance, Digital and the Database team to ensure consistent practice UK-wide.
- To lead on fundraising admin in Scotland, including income processing as required, working with Finance and other teams to maximise efficiency.

- To provide, with their team, first contact support for supporters who contact JDRF Scotland by phone, email and other channels.
- To work closely with other Fundraising teams to pitch JDRF's fundraising offer to SMEs, schools and other groups in Scotland, primarily via relationship fundraising with committed individuals.
- To support volunteers as required, in pursuit of JDRF's fundraising objectives.
- To undertake other duties as required.

## PERSON SPECIFICATION

Criteria	Essential	Desirable
<b>Experience:</b>	<p>Extensive experience in high value partnerships or community fundraising leadership role or relevant equivalent</p> <p>Experience of developing and delivering income generation strategy</p> <p>Experience of setting and working to budgets and plans</p> <p>Experience of project management</p> <p>Previous line management experience</p> <p>Experience of developing and implementing ideas</p>	<p>Experience of working with volunteers</p> <p>Experience of partnership working in community engagement, public policy, public health and/or academia</p> <p>Experience of stakeholder engagement</p> <p>Experience of using a database</p> <p>Knowledge of fundraising law and practice</p>
<b>Skills:</b>	<p>Ability to work independently under own initiative and as part of a team</p> <p>Ability to develop and maintain excellent internal and external working relationships at all levels</p> <p>Decision-making</p> <p>Ability to prepare pitches, proposals and reports for external audiences</p>	MS365

	Ability to manage and prioritise multiple projects  Excellent attention to detail  Excellent organisation skills and ability to manage own administration  Excellent presentation skills	
<b>Personality:</b>	Supporter-focused  Outgoing, confident, friendly, positive, professional and a team player  Determined to succeed	
<b>Other:</b>	Flexibility and willingness to work some unsociable hours	Knowledge of type 1 diabetes, diabetes research and JDRF

## EQUAL OPPORTUNITIES

JDRF is an equal opportunity employer and does not discriminate against employees for job applications on the basis of race, sexual orientation, religion, colour, sex, age, national origin, disability or any other status or condition protected by applicable law. This policy extends to but is not limited to recruitment, selection, remuneration, benefits, promotion, training, transfer and termination.

JDRF is a registered charity No. 295716 (England and Wales)  
and SC040123 (Scotland)  
Raising funds for research to find a cure for type 1 diabetes.

[www.jdrf.org.uk](http://www.jdrf.org.uk)