

Job Title:	Community and Events Fundraiser (0.6FTE)
Location:	Hybrid – time will be spent primarily in the community and at our Head Office, with time at home when appropriate
Reporting to:	Fundraising and Marketing Manager

Four Square is an Edinburgh charity that provides services directly to people who are homeless, or who are at risk of homelessness, to overcome the barriers they face in creating a stable life for themselves in their community.

Alongside our services we have a social enterprise, which provides independent income for our charity as well as volunteering and training opportunities for those who use our services.

At the core of Four Square are the values on which the organisation is based: Integrity, Excellence, Dignity and Support. Our values are equally applied to the people we support, our colleagues and our partners. We are driven by our vision for everyone to have a beautiful home and a place in their community.

The Role

This is an important and exciting time to add your talents to the Fundraising and Marketing team to help grow incomes and awareness of the important and unique work Four Square carries out. Four Square has modernised and developed beyond recognition in the past four years. We have solid foundations in place and we are now in a position to grow the level of impact we have.

The Community and Events Fundraiser will work with the Fundraising and Marketing Manager to deliver our fundraising strategy and will lead on community and fundraising events and activities to generate unrestricted income and increase the profile of the organisation. The role will involve building relationships with key stakeholders both internally and externally.

Key Responsibilities

- Develop and deliver a high-quality supporter experience and journey to inspire people to support Four Square
- Create new, appealing Community Fundraising activities and opportunities to recruit new audiences and supporters including clubs/associations and individuals
- Develop and deliver a range of events to generate income
- Develop and manage high-quality relationships with supporters to cultivate, engage and nurture prospects and existing supporters, collaborating with fundraising colleagues, and senior management and to maximise networking opportunities
- Support delivery of all Four Square events and supporter participation in third-party events
- Processing online supporter experience registrations that come through online fundraising platforms (such as JustGiving etc) and web forms
- Manage supporter data via the CRM platform ensuring information is appropriate and up to date
- Adhere to the highest standards of fundraising best practice ensuring compliance with OSCR and the fundraising code of practice

In addition

- To act as an ambassador for the charity at all times
- To support the Fundraising and Marketing Manager with any relevant activities as required
- Bring a positive, flexible, responsive and self-aware approach to work, working effectively both individually and as a team member
- Show commitment to Four Square's culture, values and ethos

Terms & Conditions

- £26,574 per annum pro rata
- Part-time, 21 hours per week
- 35 days holiday rising to 40 on completion of 5 years' service (pro rata)
- Hybrid, blend of community, office and home-working

Benefits

- Work life balance with flexible working options, where roles allow
- Dog friendly offices (depending on your role and location)
- Free travel for your first month of employment if you join us from unemployment or studying
- 15% discount and free delivery of items you purchase in Edinburgh Furniture Initiative
- Access to a staff support fund for a grant or a loan to cover the cost of unexpected bills
- A commitment to support; supervision; training; and reflective practice
- Full induction and comprehensive training programme
- Opportunity to be funded through professional qualifications or professional membership
- Free access to a comprehensive employee assistance programme
- Free car parking at 4 of our 6 sites

Important Dates

Closing date for applications is Friday 23 June 2023

Interviews will be held on Thursday 29 June 2023

Role Requirements

Knowledge and experience

- Experience of working in a community fundraising role
- Demonstrable experience of delivering successful fundraising events and activities
- Knowledge of fundraising regulations and best practice
- Strong administration skills and knowledge of online platforms such as CRM database and giving platforms
- Knowledge of the local area and community networks would be an advantage

Skills

- Strong interpersonal skills with the ability to build and maintain relationships with supporters, volunteers, and donors
- Excellent organisational and project management skills, with the ability to plan and deliver multiple projects simultaneously
- Creative thinking and problem-solving skills, with the ability to develop innovative fundraising ideas and approaches
- Strong communication skills, with the ability to write compelling fundraising materials and deliver engaging presentations to a range of audiences

Attributes

- Ability to establish and maintain positive relationships with a wide range of people
- Able to use initiative with the ability to persevere and demonstrate resilience when working under pressure
- Empathy with Four Square's purpose and all those working to deliver it
- Energy, enthusiasm and positivity
- Confident with a friendly and professional approach to work
- Strong collaborator and team player
- Compassion, honesty and integrity
- Embraces continuing learning and development opportunities