

JOB DESCRIPTION

JOB TITLE:	Community Fundraiser
RESPONSIBLE TO:	Fundraising Manager
SALARY:	SCP27 - £28,428 (pro rata)
HOURS:	14 hours per week (to be reviewed)
CONTRACT:	Permanent (subject to funding)
HOLIDAY ENTITLEMENT:	Pro-rated 26 days annual leave plus 10 public holidays

This role is subject to Disclosure Scotland Standard Police Check.

Edinburgh Women's Aid (EWA) works to eliminate domestic abuse across Edinburgh, through providing practical and emotional support, information and advice to women, children and young people, and through raising awareness of domestic abuse and its prevalence across society. Last year around 2,000 women used our services. We have an annual turnover of over £1.4 million, employ over 40 staff and are funded through a range of funding streams.

We are currently seeking an experienced Community Fundraiser to ensure all supporters in our community have an excellent experience of raising money for Edinburgh Women's Aid, encouraging repeat support and motivating individuals to raise as much money as possible, leading to a legacy gift. The post holder will contribute to EWA's fundraising targets by developing existing relationships and proactively researching, identifying and securing new community fundraising opportunities across Edinburgh. The Community Fundraiser will also steward supporters and groups within our community to deliver their own fundraising activities and deliver fundraising initiatives to engage with our local community including our annual Kiltwalk and our Christmas appeal.

This role will raise Edinburgh Women's Aid profile within the community, initiating and building mutually beneficial and sustainable relationships to ensure long-term support. As we develop and nurture more relationships, and our fundraising success grows, we anticipate there will be a need for increased capacity within the fundraising team, which may result in additional hours being offered in the future.

MAIN DUTIES AND KEY RESPONSIBILITIES

- To contribute to the fundraising team objectives and targets.
- To initiate, build and manage relationships with agreed community supporters to maximise and sustain income, providing the highest standards of donor care service throughout.
- To process incoming enquiries from community supporters and groups effectively and efficiently and develop excellent levels of donor stewardship.
- To build, manage and develop relationships with supporters and groups to maximise and sustain income.

- To research, approach and source new support from community groups (e.g. schools, faith groups, clubs and student groups).
- To manage the delivery of specific community fundraising activities and promote these across the organisation.
- To work with the Fundraising Manager and the social media lead to develop the profile of all Community Fundraising activities.
- To appropriately manage the placement, maintenance and income from EWA's static collection boxes according to UK legislation and EWA's policy.
- To be able to effectively manage own time, balancing the needs of the organisation and our donors and supporters.
- To highlight to the Fundraising Manager any identified risks to any aspects of community fundraising, including income and compliance.
- To maintain accurate and up to date records and accept responsibility for the safe and secure handling and storage of confidential information, and in accordance with GDPR and EWA's own data protection policies.
- To undertake all activities in compliance with OSCR and the Scottish Fundraising Adjudication Panel and the Chartered Institute of Fundraising rules and regulations, and to ensure that all records are maintained in compliance with relevant legislation.
- Where necessary, coordinate and manage the use of volunteers to carry out designated tasks. To motivate and engage volunteers through the provision of appropriate information, briefings and support.
- To work collaboratively with immediate colleagues and members of other teams.
- To attend and participate in team meetings.

PERSON SPECIFICATION

Qualifications	
<ul style="list-style-type: none"> • Educated to SCQF level 6 or equivalent, with level 5 in English and maths. • Community or other fundraising qualification. 	ESSENTIAL DESIRABLE
Knowledge, Skills, Ability and Experience	
<ul style="list-style-type: none"> • Proven track record in a similar role. • Experience of providing excellent donor care and stewardship to supporters. • Ability to effectively steward and motivate groups. • Excellent interpersonal and communication skills, both oral and written, with the ability to network effectively. • Experience of building strong working relationships, internally and externally. • Excellent IT skills, particularly MS Office. • Ability to manage a variety of tasks concurrently. • Experience monitoring income, expenditure and activity plans, including producing reports against progress. 	ESSENTIAL ESSENTIAL ESSENTIAL ESSENTIAL ESSENTIAL ESSENTIAL ESSENTIAL DESIRABLE

<ul style="list-style-type: none"> • Ability to inspire, motivate and manage volunteers. • Knowledge of producing risk assessments for community activities 	DESIRABLE DESIRABLE
Attitude and Behaviours	
<ul style="list-style-type: none"> • Flexible approach to change, innovation and progress in the work environment. • Willingness and ability to work occasional unsociable hours when required. • A positive assertive attitude to all aspects of work and development. • Professional and confident approach to work. • Confident public speaker able to effectively articulate the need for support to a wide audience. • Ability to work across teams and departments, inspiring, engaging and enabling colleagues to achieve results. • Able to work calmly under pressure and deliver results to a high standard. • Proactive, motivated, organised with strong time-management skills. • Excellent attention to detail with high levels of accuracy. • Able to keep abreast of EWA developments and fundraising requirements. • Demonstrable commitment to EWA's vision and values. • Full driving licence and access to car. 	ESSENTIAL ESSENTIAL ESSENTIAL ESSENTIAL ESSENTIAL ESSENTIAL ESSENTIAL ESSENTIAL ESSENTIAL ESSENTIAL ESSENTIAL DESIRABLE

Women only need apply under Schedule 9 (Part 1) of the Equality Act 2010

Edinburgh Women's Aid is an Equal Opportunities Employer and welcomes applications from all sections of the community.

Company No: SC237521

Registered Charity No: SC028301