

Job Description and Person Specification for the Post of Fundraising Manager (Part Time)

1. Job Description.

Job Title:	Fundraising Manager (Part Time; 21 hours per week)
Salary:	£33,350 per annum pro rata (i.e. the salary for 21 hours per week will be £20,010)
Pension	Epilepsy Connections provides a workplace pension scheme. Employer's contributions 3%; employee's contributions 5%.
Hours:	21 hours per week. It is anticipated that these will be worked over 3 days to include Wednesdays.
Contract:	2-year contract, with the option to renew.
Place of Work:	After the probationary period, hybrid working will be available by agreement with the Executive Director. Office location is Suites 129 – 134 Baltic Chambers, 50 Wellington Street, Glasgow G2 6HJ
Reports to:	Executive Director

Overall aims of the post

To generate income to support the maintenance and development of Epilepsy Connections' services and activities and diversify income streams to establish long-term, sustainable growth.

Key Duties

1. Work with the Executive Director to develop strategies to achieve or exceed Epilepsy Connections' annual income targets.
2. Implement and further develop Epilepsy Connections' 2-year rolling fundraising plan and achieve or exceed the plan's targets within an agreed, appropriate timescale.
3. Work with the Executive Director, staff, Directors, and people who use our services to develop a comprehensive and engaging case for support for the work of Epilepsy Connections.

4. Develop fundraising marketing materials and messaging both in print and digitally.
5. Research and apply for funding from Trusts and Foundations, and appropriate statutory bodies, ensuring that applications are accurate, tailored, and deliverable.
6. Develop additional income streams, including legacies, tribute funding, individual giving, corporate funding, and identify and develop digital fundraising opportunities.
7. Manage and steward a portfolio of donors, including Trusts and Foundations, companies and individuals to maximise opportunities of success, including establishing and building relationships with key contacts.
8. Support colleagues, Directors, and volunteers to generate and develop funding proposals (there are currently no line management responsibilities associated with this post).
9. Write engaging and inspiring reports to meet funders' requirements.
10. Maintain appropriate fundraising records and plans and Gift Aid administration.
11. Prepare reports for the Executive Director and the Board of Directors on all aspects of fundraising.
12. Be self-sufficient administratively, and participate in staff meetings, activities, events, and general duties as appropriate.
13. Undertake appropriate training as agreed with the Executive Director.
14. Undertake other duties as agreed that contribute to achieving Epilepsy Connections' activities.

2. Skills, Knowledge, and Experience

	Essential	Desirable
3 years' demonstrable experience in Trust, Foundation, and statutory fundraising, raising five figure, multiple-year sums, and managing donor relationships.	✓	
Experience of designing fundraising marketing materials.	✓	
Experience of writing evaluation reports to grant making bodies and of monitoring and reporting project expenditure in accordance with the terms of the grant.	✓	
Experience working for a charity or organisation in health and/or social care sector.		✓
Experience of working with High-Net-Worth Individuals.		✓
Experience of writing tenders.		✓
Experience of digital fundraising.	✓	
Experience of working within a small team with minimal admin support.		✓
Up to date knowledge of the fundraising landscape.	✓	
Excellent written and verbal communication skills, able to engage and inspire potential funders, and build effective relationships with a variety of people and organisations.	✓	
Strong project management skills.	✓	
Highly motivated with a proven track record of excellent organisational skills, working under pressure to prioritise workload and meet deadlines and targets.	✓	
Meticulous attention to detail, and ability to work reliably and independently, including solving problems.	✓	
Ability to work flexibly and creatively, responding to the changing demands and needs of a small, busy organisation.	✓	
Skilled and experienced in the use of Microsoft Office programmes including Teams, good working knowledge and experience of web-based tools including Zoom, Canva, Mail Chimp, and of relevant social media platforms.	✓	
Understanding of the impact of living with epilepsy.		✓