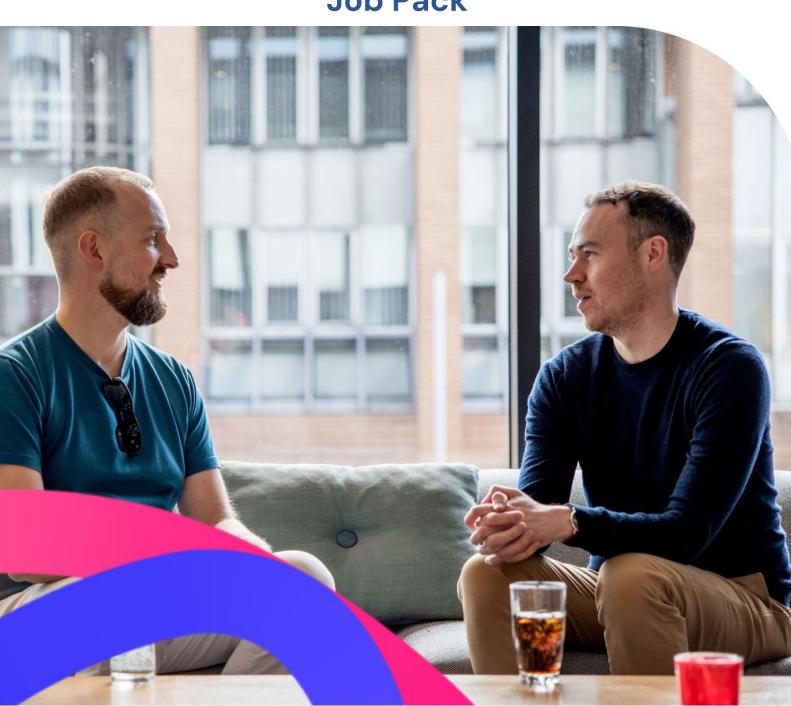
MND Scotland Community and Events Fundraiser (Maternity Cover)

Job Pack



MND Scotland - About Us

About MND Scotland

MND Scotland is the only charity in Scotland dedicated to supporting people with MND, their families, and friends.

Since being founded over forty years ago, MND Scotland has provided practical, financial, and emotional support to anyone affected by MND whilst also funding essential research into finding effective treatments and a cure.

MND Scotland is funded entirely by donations and grants. The charity's patron is Her Royal Highness, the Princess Royal.

For more information, visit mndscotland.org.uk.





Community and Events Fundraiser

Hours: 32 hours per week

Salary: Grade 5 – 29,030.01 gross per annum (pro rata £26,541.72) **Contract:** Fixed term 12 months (maternity cover, with potential to extend)

Location: Glasgow Office based with flexible working options

Directorate: Stakeholder Engagement and Fundraising **Reports To:** Community and Events Fundraising Lead

Direct N/A

Reports:

Role Purpose

The Community and Events Fundraiser is an integral role in our fundraising team, creating opportunities for giving across Scotland.

The Community and Events Fundraiser role at MND Scotland exists to provide outstanding supporter care whilst maximising income to deliver the charity's mission. You will support and develop our bespoke events programme and drive participation in third-party events. You will also encourage and enable community fundraising and supporter led activities across Scotland. Alongside this, you will play an active role in developing our supporter journeys and maintaining and utilising financial and supporter data to improve and develop our fundraising offer.

As an ambassador for MND Scotland, and a first point of contact for many supporters, you will be a confident communicator with a passion for working with people throughout the community. You will be highly organised, and able to run projects on time and on budget.

Key Responsibilities and Accountabilities

Planning and Development

- Meet or exceed income targets from community and event activities
- Maintain an up-to-date knowledge of the community and event fundraising landscape and demonstrate continuous professional development
- Contribute to the evaluation and improvement of community and events fundraising activities, including the assessment of ROI and impact
- Contribute to the development of supporter journeys and cases for support

- Ensure the implementation of fundraising policies and procedures, and participate in their development and continuous improvement
- Participate in the planning, organisation, and delivery of the fundraising strategy and budget to meet or exceed targets

Community Fundraising

- Develop and manage a network of community support with individuals, organisations, schools, and groups, growing participation and income from third party and supporter led activity
- Source, develop, and share supporter stories with a variety of audiences through engaging talks and presentations to raise awareness of MND Scotland, building relationships, and generating income
- Participate in the development, delivery and review of fundraising assets, materials, and collateral

Event Fundraising

- Organise, manage, and deliver a calendar of inspiring signature MND Scotland fundraising events, growing participation and income
- Grow participation in third party events to reach a range of audiences, increasing support and awareness across Scotland
- Produce, follow, and update detailed event plans, including timelines, budgets, ROI estimates
- Ensure all events meet legal, ethical, and best practice requirements, including appropriate risk assessment, and consideration of accessibility to people with MND and their families

Supporter Care

- Provide the highest standards of support to fundraisers, building and managing relationships based on audience needs and supporter journeys
- Build appropriate, ongoing relationships with supporters to maximise the relationship, exercising judgement, discretion, and appropriate boundaries
- Use CRM software to maintain records of relationships with supporters, working with colleagues across the team to ensure planning and decision making are informed by data

Marketing

- Work with colleagues in Communications and Marketing to develop bespoke marketing plans that reach appropriate audiences for our community and events activities
- Contribute to the development of fundraising marketing materials including newsletters and promotional products
- Generate fundraising content for the website and social media channels

Essential Skills and Experience

- Excellent verbal and written communication skills, with the ability to communicate with a range of people across different channels
- Excellent people, networking, and negotiation skills
- Experience of event development and delivery
- Experience of building positive relationships with a range of audiences
- Excellent organisational skills with strong attention to detail
- Demonstrable experience of delivering successful activities in a project team
- Demonstrable experience of delivering first-class supporter or customer care
- Experience of working to targets
- Knowledge of CRM databases
- Demonstrable ability to balance expectations of different internal and external stakeholders to achieve results
- Demonstrable experience of prioritising competing demands in a busy working environment

Desirable Skills and Experience

Demonstrable experience of making a business case based on financial or supporter insight

Essential Competencies

- An understanding of, and commitment to, the cause and vision of MND Scotland
- An understanding of, and commitment to, the Code of Fundraising Practice
- An understanding of, and commitment to, delivering first-class supporter journeys
- Ability to manage a busy workload, demonstrating flexibility, initiative, and a problem-solving approach
- Ability to build and maintain positive relationships across a range of stakeholders
- Ability to bring a creative and proactive approach
- Ability to empathise with and support people affected by MND, whilst establishing and maintaining appropriate professional boundaries

Personal Attributes

If you are a passionate and creative fundraiser with a passion for delivering first-class supporter care and believes in our vision of a world without motor neuron disease (MND) then we would love to hear from you.

We pride ourselves in operating in a flexible working environment and collaborative working is at the core of what we do. To ensure we achieve this, you will be required to work from the Glasgow office on a regular basis as part of your flexible working.

This job description is current at the date of issue. As and when the work of MND Scotland develops or changes so the areas of responsibility may be subject to change, and the job description reviewed. Such changes would in the first instance be made in consultation with the post holder.

MND Scotland Benefits, Rewards and Employee Recognition

The information below provides a brief statement of the benefits, rewards, and employee recognition schemes available. Please check your contract of employment, company policies and individual rules for eligibility and terms and conditions.

MND Scotland reserves the right to withdraw, amend the scheme and change providers as appropriate.

Employee Support and Wellbeing	Pension Scheme	Eligible employees are automatically enrolled in MND Scotland's Group Stakeholder Pension Plan operated by TPT Pensions within one full month from their start date. Currently MND Scotland contributes 7.5% of gross basic salary and employees are required to make a minimum gross contribution of 3% of gross basic salary.
	Life Insurance	3 x base salary cover. This is a day one right for all staff.
	Annual Leave	31 days leave per year, plus one additional day
	Entitlement	awarded for each year of service up to a maximum of 5 days.
	Employee Assistance	(Counselling and Psychotherapy) Training,
200	Programme	Coaching, Mentoring and Supervision.
설		Mindfulness Workplace Meditation.
Se	Able Futures	A self-referral service which offers employees
) Ae		the opportunity to access mental health
<u>0</u>		specialists that can help you cope with any
Ë		difficulties that are affecting your focus and
		time at work.
	Enhanced Company Maternity Pay	Eligible employees (one year's continuous service)
	Enhanced association	Company paid sickness absence in accordance
	sick pay	with the sickness absence policy and contract
		of employment after probationary period
	F	completed. (6 months)
	Enhanced Jury Service	Full salary paid during Jury service minus
		deduction for expenses received from the court.
	Flexibly Working Environn	
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Employee voice and opportunities	Staff Survey	Have your say in the anonymous employee engagement survey.
	Staff Training	Opportunities to gain skills and receive formal training, participate in working groups (such as CRM, Staff Engagement) and undertake CPD.

	Disability Confident Committed Employer.			
	Accredited Real Living Wage Employer.			
	Menopause Friendly Employer.			
ts a	Equal Opportunities Employer.			
ion	Supporter and Provider of Sanitary Products.			
tm tm	Our Pledge to Mental Health.			
Organisational Commitments	On site Mental Health First Aider			
rga om	Our commitment to continually review our benefits and wellbeing			
ŌÖ	initiatives.			

