



# Development and Fundraising Manager

## Hours:

35hrs, worked flexibly to suit PEEK's hours of operations, typically 9am-5pm  
Occasional evening and weekend work will be required

## Based at:

PEEK Office, 82 Orr Street, Bridgeton, G40 2QF – flexibility around homeworking in line with PEEK policies

## Salary:

£35,020 - £36,435 fixed term until 31st of March 2026

## Pension:

6% Employer Contribution

## Reports to:

Head of Finance

## Benefits:

- 36 days of leave, which includes 20 days of Annual Leave, 14 Public Holidays, 1 Personal Day, and 1 Birthday Leave
- A generous training and development budget to support both personal and professional growth
- Enhanced family friendly policies

## Closing date:

- Sunday 25th of February 2024
- Interviews will take place Tuesday 12th and Thursday 14th of March 2024



# PEEK

POSSIBILITIES FOR EACH AND EVERY KID

# About PEEK

## Our Story:

Possibilities for Each and Every Kid was established in October 2000 as the Gallowgate and Calton Childrens Project in response to the poverty, deprivation and lack of opportunities for youngsters in the area. PEEK was first supported by a team of volunteers and one paid staff member made up of local parents and carers who delivered a range of play activities for children aged 5-12 years. Since then, we have grown substantially to 25 team members and operate in the hearts of communities across Glasgow with our four programmes – Play, Create, Thrive and Wellbeing.

## Vision:

Children, young people and families are free from a life of poverty.

## Mission

We will work with children and young people and families to improve life chances.



## Values

Our core values guide our organisation:

**Compassion – We care about people and their quality of life.**

We respond with humanity and kindness to each person's needs and wants.

**Dignity – We value everyone.**

We value every person – whether children and young people, their families or carers, our team and volunteers – as individuals. We respect their aspirations and commitments in life and seek to understand their priorities and needs.

**Integrity – We are honest, fair and accountable.**

We take personal and collective responsibility for our actions and how we use resources.

**Respect – We value the importance of equality, diversity and inclusivity.**

We ensure all are treated with dignity and respect regardless of their gender identity, age, culture, religion, race/ethnicity, sexual orientation, or disability and we are inclusive in our work.

**Excellence – We are TRAILBLAZERS.**

We deliver a high-quality service to meet the expectations of our children, young people and families as well as our own personal and organisational aims.



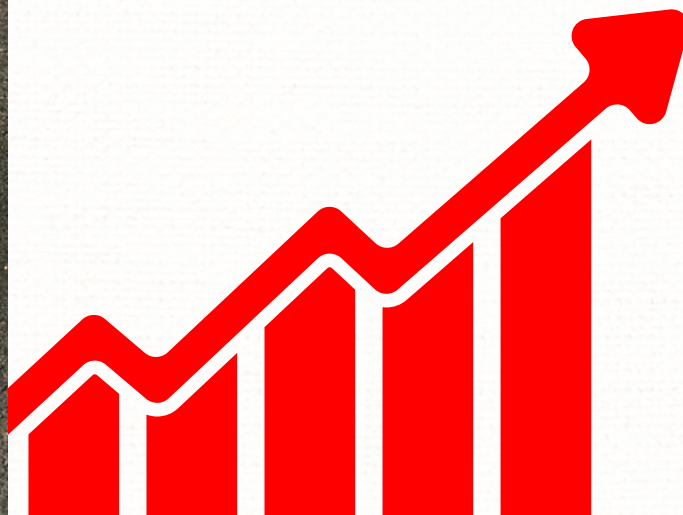
# The Role

We are looking for someone who has a positive track record in fundraising at a senior level within an organisation. You will be responsible for developing and implementing fundraising strategies to secure income from a range of sources including individuals, trusts and foundations, corporate sponsors, and government grants, priding yourself in fostering confidence, trust and building and maintaining networks with stakeholders.

In your experience, you will have demonstrated energy and stamina in the role and will be known by colleagues to be highly organised and dependable. As an eloquent communicator, you will have the natural ability to fine tune and maximise the message to the desired audience. To support your communication strategy, you will have experience in establishing a CRM system and will bring energy and creativity to reporting.

PEEK is a fast-paced organisation and as such your ability to respond to competing priorities and demands and your natural sense of calmness will be an asset in influencing and interacting with colleagues and stakeholders.

We are looking for someone who is conscientious and has a significant understanding of the strategic social landscape, can see the possibilities for community growth and engagement and social change, with a natural enthusiasm for the future.



# Key Responsibilities

## 1. Finance, funding and fundraising:

- To meet ambitious income targets through the development and delivery of a transformational fundraising strategy and business development plan for organisational growth over the next 3 years;
- To build and manage fundraising streams with a focus on major donors, corporates, individuals and trusts and foundations;
- Lead on PEEK's annual fundraising events and campaigns raising over £100K per annum;
- Develop a campaign to raise funds for a large capital building programme – Whitevale Baths;
- Work with the CEO, Head of Finance, and Board members to develop and manage a network of high-level donors and champions.

### Major donor fundraising:

- Develop systems to effectively build relationships and engagement with major donors and major donor prospects;
- Build a major donor cultivation and stewardship programme;
- Develop effective major donor prospecting and researching capacity.

### Corporate fundraising:

- Develop systems to effectively engage with and deepen relationships with corporate donors and prospects;
- Directly cultivate, grow and manage corporate relationships leading to long-term partnerships;
- Develop effective corporate prospecting and research capacity.

### Individual fundraising:

- Develop and implement schemes aimed at raising funds from individual donors, including events, regular donations and 'on-the-day' giving opportunities.

### Trusts and foundations:

- Develop a grant funding pipeline in line with the organisational strategy;
- Support the development of grant applications, tenders, bids and proposals to trusts and foundations for programme and core costs.

### Finance and fundraising systems:

- Support the organisation with development and adoption of organisation-wide CRM Salesforce system;
- Develop suitable policies for fundraising and ensure compliance with data protection regulations.

# Key Responsibilities

- Manage fundraising administration, including ensuring the submission of timely asks and reports;
- Liaise closely with the CEO, programme, operations and finance teams to ensure that budgets, reports, and accounts are prepared effectively and accurately;
- Support the Head of Finance with administrative tasks relating to organisational finances such as processing expenses, reconciliation, audit & accountancy preparation;
- Support the SMT in setting annual programme budgets and manage operations expenditure in line with the standards set out by organisation and alongside the Head of Finance and CEO;
- To remain abreast of key policy developments and opportunities relevant to PEEK's Strategic Plan and to develop viable opportunities for work aligned to these;
- Support Head of Finance with day-to-day management of PEEK's finances.

## 2. People management:

- Assist the Senior Management Team to achieve PEEK's mission, vision, values, and strategic objectives and deputise internally and externally;
- Collaborate effectively with colleagues and stakeholders to achieve the organisation's values, social aims, and strategic objectives;
- Share knowledge with team members to advance personal and organisational growth;
- Support recruitment, selection, and onboarding of new TEAMPEEK members ensuring PEEK is compliant with organisational policy, best practice, Employment Law and OSCR.

## 3. Partnership working:

- Responsible for growing PEEK's networks with local authorities, trusts & foundations, corporate and other partners which result in strategic alignment of programme delivery and development and aligned with our Fundraising Strategy and Business Plan;
- Work with the SMT and CEO to identify and develop strategic partnerships with corporate partners and other external stakeholders across all sectors, actively promoting the services of PEEK through appropriate channels and platforms, while upholding and promoting PEEK's values and ethos;
- Share responsibility for effective communication to stakeholders, donors, partner organisations, media, and external audiences, and ensure that relevant agencies are aware of PEEK, have the necessary materials and literature and remain up to date on opportunities that may arise as relevant to PEEK – including networking and knowledge-sharing.



## 4. Impact and Learning:

- To communicate across the Operations and Programme teams to ensure developments are informed by learning and evaluation and that Delivery teams have clear outcomes and targets set;
- Complete evaluation reports for funders and stakeholders in line with their reporting requirements;
- Provide engaging and timely reports for the Board and key stakeholders;
- Ensure donations and grants are properly thanked and acknowledged;
- To present the work and findings of PEEK at key stakeholder meetings and events;
- Support the development of PEEK's Impact and Learning strategy incl. the development of a robust Monitoring, Evaluation and Learning Framework;
- Support the development and implementation of PEEK's Communications and Engagement strategy and marketing tools.

*This job description is an outline of the role and is not an exhaustive list of all possible duties and responsibilities. The post-holder will be expected to carry out any reasonable duties as requested by PEEK.*



# Person Specification:

## Behaviours and Attitudes

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• Positive can-do, will do attitude and be solution-focussed;</li><li>• Excellent people skills, able to work collaboratively and flexibly with a diverse team and build positive working relationships;</li><li>• Use own initiative and work independently as well as part of a team;</li><li>• Commitment to working in a values-based culture including non-discriminatory and equal opportunities practice.</li></ul>	

## Experience

<b>Essential</b>	<b>Desirable</b>
<ul style="list-style-type: none"><li>• Significant managerial and leadership experience with proven evidence of impact in a third sector, public or corporate CSR role;</li><li>• Developing, delivering and co-ordinating fundraising campaigns;</li><li>• Managing budgets effectively;</li><li>• Meeting challenging targets and deadlines;</li><li>• Managing and developing corporate and/or major donor relationships;</li><li>• Experience of securing significant levels of funding through grants, tenders and/or donations.</li></ul>	<ul style="list-style-type: none"><li>• Experience of using a Fundraising CRM system.</li></ul>

# Person Specification:

## Knowledge and Skills

Essential	Desirable
<ul style="list-style-type: none"><li>• Clear understanding of the role of fundraising, the issues surrounding ethical fundraising and commitment to best practice and evidence of high performance in previous roles/jobs;</li><li>• Excellent communication skills – both written and oral;</li><li>• Strong organisational, planning and project management skills inc event management;</li><li>• Proficient IT skills inc Microsoft 365 Applications and digital tools;</li><li>• Understanding of data protection legislation and GDPR.</li></ul>	<ul style="list-style-type: none"><li>• Strong understanding of the charity and funding sector in Scotland;</li><li>• Understanding of charity governance and reporting requirements;</li><li>• Knowledge of financial and accounting systems or software such as Xero;</li><li>• Knowledge and understanding of the voluntary sector and current challenges;</li><li>• Knowledge of social media channels and using them to communicate and engage with the public.</li></ul>

## Qualifications and Training

Essential	Desirable
<ul style="list-style-type: none"><li>• Be in possession of PVG membership or commitment to become a member;</li><li>• Training relevant to the role.</li></ul>	<ul style="list-style-type: none"><li>• Membership of the Chartered Institute of Fundraising;</li><li>• A professional fundraising qualification, such as the Certificate in Fundraising Management;</li><li>• Valid UK Driving license and access to a car.</li></ul>

If you have any questions about the role or PEEK, please email [recruitment@peekproject.co.uk](mailto:recruitment@peekproject.co.uk) to arrange a 1-1 with our CEO or Head of Finance

To apply **please send your CV and covering letter** outlining your motivation for applying and what you can bring to the role to [recruitment@peekproject.co.uk](mailto:recruitment@peekproject.co.uk)

**Deadline** - Sunday 25th of February 2024 at 5pm

**Interviews** - Tuesday 12th and Thursday 14th of March 2024



# PEEK

POSSIBILITIES FOR EACH AND EVERY KID

