

Fundraiser

Salary:	£29,695 per annum (£17,322 pro rata)
Working hours:	21 hours per week, on site
Reporting to:	The Welcoming Director
Line Management Responsibilities:	N/A
Length of Contract:	1 st of June 2024 – May 2025
Key Working Relationships:	<p>Internal: Senior Management Team and project coordinators. Please refer to our organogram.</p> <p>External: Service users, funders, and partner agencies.</p>

Purpose of the role

The purpose of the post is to work closely with the Director to create and implement comprehensive fundraising plans aligned with the Welcoming Association's strategic goals.

Responsibilities and duties

Fundraising activities

- In consultation with the TWA Director, review needs and opportunities and develop a fundraising strategy for TWA.
- Identify and prioritise potential funding sources, including grants, donations, events, and partnerships.
- Research and identify potential grant opportunities.
- Write and submit grant proposals, co-ordinating input from relevant TWA colleagues and team members, and ensuring compliance with funder guidelines and deadlines.
- Maintain relationships with funders and provide them with any information requested.
- Cultivate and maintain relationships with funding organisations, individual donors, corporate sponsors, and other potential supporters.
- Develop TWA's approaches for engaging with different funders, with the aim of building sustainable and positive relationships.
- Plan and coordinate fundraising events, including logistics, budgeting, and marketing.
- Collaborate with volunteers and staff to ensure that fundraising events are delivered successfully.

Marketing and Communication

- Develop and implement marketing strategies to promote fundraising campaigns and events.
- Utilise various communication channels, including social media, newsletters, and press releases, to raise awareness of the organisation's mission and fundraising needs.

The Welcoming Association, 20/1 Westfield Avenue, Edinburgh EH11 2TT
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Financial Management

- Monitor and report on fundraising progress against goals.
- Track donations, grants, and expenses related to fundraising activities.
- Co-ordinate with Finance colleagues to prepare financial reports for internal and external stakeholders.

Collaboration and Teamwork

- Collaborate with relevant team members to align fundraising efforts with overall organisational objectives.
- Work closely with volunteers and board members to leverage their support and resources.

Stay Informed about Trends and Best Practice

- Stay updated on fundraising trends, best practice, and changes in regulations affecting non-profit organisations.

Compliance and Ethics

- Ensure all fundraising activities adhere to legal and ethical standards, and with TWA's safeguarding policy.
- Stay informed about relevant laws and regulations governing charitable organisations and fundraising.

Evaluation and Reporting

- Evaluate the success of fundraising campaigns and events.
- Prepare and present reports on fundraising activities to the leadership team and stakeholders.

Technology Proficiency

- Be familiar with Salesforce and other digital tools to streamline processes, develop donor databases, and track campaign performance.

Additional information

- The job description may be subject to review from time to time in consultation with the post-holder.
- The post-holder will participate in relevant meetings, conferences and training as part of continuing professional development;
- The post-holder will work as part of the staff team, attending team meetings and undertaking supervision;

- We require all employees at The Welcoming to undertake relevant safeguarding training.
- The post-holder will carry out any other duties or projects appropriate to the nature and grade of this post, as requested by the Welcoming Director.

Person Specification (A = assessed at application stage. I = assessed at interview stage)

Essential	Desirable
Education and Qualifications	
<ul style="list-style-type: none"> • You will be educated to degree level or SCQF Level 9 (please see here for more information) or have equivalent skills and experience in Marketing, Public Relations, Journalism, Communications or Campaigning (A) 	<ul style="list-style-type: none"> • Qualification in Fundraising (A) • Direct lived experience as a refugee, asylum seeker or migrant (A)
Experience	
<ul style="list-style-type: none"> • Experience of writing successful fundraising applications to foundations and charitable trusts. (A/I) • Established trust fundraising experience and evidence of securing significant annual income from both large and small funders. (A) • Experience/ability to develop and implement future trust fundraising strategies. (A) • Ability to write compelling and innovative proposals and funding reports. (A) • Ability to work on own initiative and to meet tight deadlines. (A/I) • Ability to work well within a team and support the management of funding projects. (A/I) • Excellent verbal and written communication skills for a wide range of audiences. (A/I) • Demonstrable ability to develop relationships with grant-making organizations. (A/I) • Experience in reporting to Director on current and potential income and opportunities. (A) 	<ul style="list-style-type: none"> • Working with migrant, refugee, minority ethnic and socially disadvantaged communities (A)
Knowledge, Skills and Attributes	

<ul style="list-style-type: none"> • Knowledge of the unique challenges, opportunities, and regulations within the third sector. (A/I) • Familiarity with various fundraising strategies, including individual giving, major gifts, grants, corporate partnerships, and events. (A) • Knowledge of budgeting, financial reporting, and the ability to articulate how funds will be utilised to achieve the organisation's mission. (A) • Proficiency in writing compelling grant proposals and understanding grant application processes. (A) • Strong interpersonal skills to cultivate and maintain relationships with donors, volunteers, and other stakeholders. (A/I) • Awareness of current trends, best practices, and innovations in the fundraising field. (A/I) • Skills in negotiating and closing deals, especially in corporate partnerships or major gift solicitation. (A/I) • Efficiently manage time and prioritise tasks to meet fundraising goals and deadlines. (A/I) • Willingness to work flexible hours, including some occasional evenings and weekends to accommodate organisational needs (I) • Commitment to the vision and the values of The Welcoming Association (I) 	<ul style="list-style-type: none"> • Basic data analysis skills to evaluate fundraising performance and make data-driven decisions. (A) • Ability to handle rejection and setbacks, maintaining motivation and focus on long-term goals. (A/I)
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