

Trusts and Grants Fundraising Manager

Part time, 21 hours per week (hours negotiable)
Permanent contract

Job Description

The Organisation

Volunteer Edinburgh has been the leading force in volunteer development in Edinburgh and Scotland since 1973. Over the past 50 years, through continual innovation, we have delivered services to the people who wish to volunteer and the organisations that engage them. Our vision remains the same, for Edinburgh to be the premier city for volunteering in the UK - a city where the positive impact of volunteering is universally valued and respected, and where everyone, regardless of their background or situation has the opportunity to contribute as active citizens and volunteers.

Function of the Post

This is a new post which we have created following an independent report in 2023, which identified that Volunteer Edinburgh has an opportunity to increase its income from trusts and grant making bodies as part of its income generation strategy. The post holder will work closely with the senior management team (SMT). Working to ambitious but realistic targets you will maximise funds raised through regular and systematic approaches to trusts and other grant-makers. You will lead on the implementation of a strategy for future and ongoing fundraising.

This role will suit someone with excellent communication and relationship building skills along with a demonstrable record of income generation from trusts and grant giving bodies.

The Trusts and Grants Fundraising Manager will develop a pipeline of prospects and lead on funding bids, big and small, to support Volunteer Edinburgh's work.

Place of work

The main place of work is Volunteer Edinburgh's main office at 222 Leith Walk, EH6 5EQ. Remote, flexible and hybrid working will all be considered for this role.

Accountable to

The Chief Officer and subsequently to the board of trustees.

Main Responsibilities

- Researching and identifying potential funders, developing and maintaining a pipeline of prospects including keeping detailed records of criteria, fit and feedback.
- Building and maintaining relationships with a range of funders.
- Working closely with the SMT to identify projects and develop fundable activities, matching these to prospective funders and communicating in a compelling manner the impact and value of such activities.
- Together with SMT, developing Volunteer Edinburgh's message of need and case for support.
- Supporting effective communications including further developing Volunteer Edinburgh's online presence with consistent and convincing messaging.
- Assisting the organisation in creating a long term fundraising strategy.
- Enabling the organisation to build connections and relationships with potential funders.
- Regularly review and assess potential of all fundraising activity and record all learning for future plans.
- To record learning and review and assess tactics for fundraising on an ongoing basis.
- Making applications to funders ranging small family trusts to large, complex bids.
- Reporting to funders including producing impact reports and presenting evaluation data.
- Establishing and meeting or exceeding fundraising targets.

Shared Responsibilities

Volunteer Edinburgh is a small organisation. All staff are expected to be able to work flexibly and to share collective responsibilities for core Volunteer Edinburgh work. This includes supporting our volunteers, advising members of the public who approach us and supporting activities promoting best practice in volunteer's management. Staff may also be required to take on additional tasks from time to time in consultation with the Line Manager.

Person Specification

These are the qualifications, skills, experience, knowledge and other attributes that are required to perform the job and will form the selection criteria.

Essential

1. Proven track record of successfully securing funds from trusts and grant-makers.
2. Experience of securing funds/contracts of five figures and upwards.
3. Specific experience of developing and submitting successful written applications.
4. Experience of creating, developing and maintaining strong relationships with funders.
5. Experience of meeting and exceeding financial targets.
6. Proactive, self-motivated and able to work independently.
7. Ability to manage workload, prioritise effectively and meet deadlines.
8. Excellent written and oral communication skills, including developing strong online and social media messaging.
9. Ability to deliver work to a high standard and keep detailed records.
10. Knowledge of the third sector.
11. Knowledge of the trust and foundation funding landscape in Scotland.

Desirable

12. Experience of using CRM, specifically Salesforce, to manage relationships.
13. Understanding of the legal and tax issues related to philanthropic giving.

Outline Conditions of Service:

Supervision:

Supervision sessions with the Chief Officer at six weekly intervals.

Salary

Starting salary is £32,455 gross p.a. full time equivalent - £19,473 at 21 hours.

Salary scale is based on SJC legacy scale points 28 to 31 (Grade 4), currently £32,455 to £35,605 full time equivalent. Increments and a cost of living increase applied annually over four years.

Full time working week is 35 hours.

Hours of Work

Normal working hours are 21 per week and are negotiable. Flexible, hybrid and remote working will all be considered.

Volunteer Edinburgh offers time off in lieu. Occasional evening or weekend work may be required.

Holidays

Annual leave entitlement is 29 days plus 6 public holidays (pro rata for part time employees). The leave year runs from the 1st April to 31st March.

There are also 2 additional 'floating' days which are normally taken over the Christmas/New Year break when the office is closed.

Pension

Volunteer Edinburgh offers an Employer Pension Scheme. Volunteer Edinburgh pays a 7% employer pension contribution and employees must pay a minimum contribution of 3%. Staff may opt out if they wish.

Termination

A minimum of one calendar month notice will be required by the employee.

Probation

There will be a probationary period of three months followed by a review.

Review

This job description is open to review by Volunteer Centre Edinburgh's Chief Executive and Management Board as and when appropriate in consultation with the post holder.

Volunteer Centre Edinburgh is a company registered in Scotland, limited by Guarantee SC202631
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