

Edinburgh Old Town Development Trust

The Crannie
9 Cranston Street
Edinburgh EH8 8BE

admin@eotdt.org
0131 557 2244



Role Name: Fundraising Officer

Responsible to: Chief Executive Officer

Salary & hours: £28000 pro rata 21 hours per week for 12 months initially

Expected start date: September 2nd 2024

Edinburgh Old Town Development Trust are seeking a passionate and results-driven Fundraiser to join our small, friendly and dedicated team in making a positive impact on the lives of local residents.

Background

EOTDT is a resident-led development trust which works to foster and nurture the development of a sustainable and cohesive community for the residents of Edinburgh Old Town. The Trust's staff and team of local volunteers work to encourage and support community development, providing a range of arts and wellbeing activities aimed at improving life for residents. EOTDT opened a community hub (The Crannie) to further the promotion of these activities and provide a place for residents to meet and socialise.

Responsibilities:

- Build relationships with existing and potential corporate partners.
- Assist with and develop fundraising events, campaigns, and initiatives to engage the community and raise awareness about our cause.
- Create fundraising materials, including grant proposals, sponsorship packages, and donor communications.
- Work with other staff members on project funding initiatives
- Recruit, organise and manage a group of volunteers to assist with fundraising within the charity
- Develop and implement fundraising and marketing strategies to generate financial support for the organisation's programs and initiatives.
- Attend networking events to promote our mission and fundraising initiatives
- Any other ad hoc jobs as requested by the line manager

Qualifications:

- Previous experience in fundraising within the non-profit sector is preferred.
- Excellent interpersonal and communication skills are essential.
- Strong written and verbal communication skills, including experience in grant writing and crafting compelling fundraising materials.
- Solid organisational skills and the ability to prioritise and meet deadlines.
- Self-motivated and proactive with the ability to work independently and as part of a team.
- Passionate about the mission and values of Edinburgh Old Town Development Trust and the community we serve.

Key Competencies

<i>Personal Qualities, Skills and Experience</i>	
Excellent communication, interpersonal and team-building skills	Essential
Ability to inspire and motivate others	Essential
An inclusive, non-judgemental and positive attitude	Essential
A flexible, supportive and responsive way of working with people	Essential
Creative thinking and problem-solving ability	Essential
Self starter – ability to work on own initiative	Essential
Good at working as part of a small team	Essential
Knowledge and understanding of community and social issues and ability to work within the key values of EOTDT	Essential
<i>Previous Experience</i>	
Experience of successful community fundraising	Essential
Experience of successful trusts and grant fundraising	Essential
Understanding of the processes and challenges within the third sector funding landscape	Essential
Sound financial understanding and the ability to analyse, manipulate and present financial and other data	Desirable

To apply for this role please send a C.V and a cover letter (no more than 2 sides of an A4 page) to admin@eotdt.org explaining how you would carry out this role and how you meet the key competencies.

EOTDT is committed to equality of opportunity for our staff, our volunteers and our members. We are an equal opportunities employer. In respect of staff and volunteer positions, we welcome applications from individuals without regard to age, disability, sex, gender reassignment, sexual orientation, marriage and civil partnerships, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), and religion or belief.

The deadline for applications is Monday 5th August at 12pm. We plan to hold interviews on the 13th and 14th of August.