

JOB DESCRIPTION - EDINBURGH CITY MISSION – FUNDRAISING MANAGER

Edinburgh City Mission is a charitable organisation (Scottish Charitable Incorporated Organisation, Registration No. SC050644) providing relief to those in need by sharing the Gospel of Jesus Christ in words, deeds, and actions. Edinburgh City Mission strives to restore those facing deprivation, exclusion, and isolation in Edinburgh to full life, physically, socially, and spiritually. Edinburgh City Mission works towards its vision and meets its charitable purpose by delivering a programme of ministries in partnership with churches of Edinburgh, stimulating community-led enduring mission movement across Edinburgh.

Role purpose	The Fundraising Manager leads the fundraising system and relationships to resource Edinburgh City Mission’s work. This role is crucial to the sustainability and growth of the organisation and its outreach work. While resourcing and fundraising, particularly impact reporting, is a collective effort, the Fundraising Manager is the centralised lead for all fundraising and resourcing efforts. This includes developing and implementing Edinburgh City Mission's fundraising strategy to attract investment and support, building and maintaining strong relationships with key stakeholders, managing and mobilising funding sources effectively, handling commercial agreements, and ensuring responsible financial management. The Fundraising Manager operates across all aspects of the organisation, working particularly closely with the communications, finance, and outreach teams.
Reports to	Director of Operations
Direct reports	Fundraising Officer
Hours of employment	35 hours a week. Hours will vary due to meetings, training, events, and any other role requirements. The role will be largely office based at Edinburgh City Mission's Washington Lane office. There is flexibility on hours and location, but the role requires a minimum of 30 hours of work per week and four days in the office.
Salary	£33,000 – £36,000/year
Occupational requirement	Edinburgh City Mission is committed to sharing the Christian gospel with the people of Edinburgh. It is essential that every member of the team personally own, communicate and implement the aims and objectives of the Mission, sharing the Mission’s core beliefs and values to the public. Therefore, in accordance with the Equality Act 2010, it is an occupational requirement for the post-holder to be a committed Christian.
Ways of working	All Edinburgh City Mission employees and volunteers are expected to: <ul style="list-style-type: none"> • Actively participate in the life of the Edinburgh City Mission team; • Act in a professional manner at all times; and • Work in accordance with the values of Edinburgh City Mission.

Key accountabilities

Fundraising system, strategy, and planning

- Grow a sustainable income stream for Edinburgh City Mission

- Develop and implement a comprehensive fundraising strategy, implementation plans, policies, and guidelines for attracting, engaging, and sustaining relationships with investors, funders, and supporters
- Continually develop and update a compelling case for support for Edinburgh City Mission
- Grow Edinburgh City Mission's organisational fitness for funding, including, for example, charitable status, and charitable registration or equivalency in other jurisdictions
- Advise SLT on all fundraising matters and, with the finance team, specifically advise SLT on due diligence of current and new outreach programmes
- Support all teams in the development and implementation of their strategies and work programmes for alignment with the organisation's resources and fundraising opportunities
- Centrally coordinate all fundraising activities through the fundraising team, with relevant staff from across the organisation
- Equip all members of the Edinburgh City Mission team to act as fundraising ambassadors for the organisation under the mindset that we are all fundraisers (including in our outreach and storytelling work and internal reporting systems)
- Establish clear policies and procedures to guide all investor and funder interactions

Strategic relationship management

- Establish and maintain strong relationships with investors, funders, and strategic partners
- Foster collaboration and trust to create mutually beneficial partnerships
- Engage with stakeholders regularly to understand their needs and align them with organisational goals

Funding process management

- Identify and assess funding and in-kind support opportunities, evaluating their feasibility and potential impact
- Manage the funding pipeline effectively to ensure a steady flow of financial resources
- Secure financial resources in a timely manner to support organisational initiatives
- Establish and oversee fundraising information management systems, including procuring and instituting a fit-for-purpose CRM, keeping an accurate record of Edinburgh City Mission's funding portfolio, and setting clear expectations for information management hygiene for reporting flowing from the organisation into the fundraising team

Commercial management

- Oversee all commercial aspects of funding, in-kind support, and partnership arrangements, including contracts and agreements (SLAs)
- Negotiate terms of support and partnerships to optimise value and mitigate risks
- Ensure all agreements comply with organisational policies and legal requirements

Funding and reporting governance

- Work with and advise the Director of Outreach to ensure Edinburgh City Mission's impact reporting and analysis system is fit for purpose for fundraising relationships and reporting, ensuring transparency and accountability and a direct link between funds received, expenditure, and the outcomes achieved

- Monitor and report to SLT on compliance with the intended use of funds, supporting other parts of the organisation as they take ownership of the delivery of and reporting on their work in compliance with raised funds
- Oversee reporting on the impact of funded projects and initiatives to stakeholders
- In conjunction with finance and outreach teams, provide regular updates and advice to the organisation's SLT and Board of Trustees on the financial state and sustainability of the organisation
- Oversee the annual impact report

Financial management

- Work with Finance to track income, develop regular budget forecasting and reporting, and develop joint advice as part of due diligence on proposed organisational initiatives

Public engagement, outreach, networking, and profile development

- Work closely with the communications team as Edinburgh City Mission's key storytellers
- Manage and deliver campaigns, projects, and events (e.g. an annual thanksgiving event) when needed as part of the fundraising strategy
- Represent and advocate for Edinburgh City Mission at fundraising, advocacy, and policy events, in fundraising circles, and in a wider charity and fundraising community of practice

Line and team management

- Line management responsibilities with direct report (e.g. pastoral care, performance and development plans)
- Lead all human resources (including recruitment) processes amongst direct reports, including ensuring robust and transparent processes
- Ensure all fundraising team staff are appropriately trained and skilled for their roles
- Set and manage the fundraising team's work programme, annual plan, targets and performance, and resources, including internal budget lines

And any other duties of a similar type as required by the Director of Operations. Changes to this Job Description above may be made by the Director of Operations, with prior notice, in consultation and agreement with the post-holder.

Qualifications / experience

- Proven experience in a fundraising role (preferably in the non-profit sector) with proven success in implementing an effective strategy and growing organisational income
- Well-developed risk management skill set
- Experience in establishing a target, performance, and impact-based reporting system
- Strong communications skills geared towards clearly and persuasively telling an organisation's story to a range of stakeholders
- Strong leadership, relationship, and stakeholder management skills, including at senior levels of engagement
- Experience in account and stakeholder management tools e.g. CRM
- Prior experience as a line manager or coaching and developing staff
- Project management skills (preferred)