

## Trusts and Foundations Fundraising Officer

### Job Description

<b>Role:</b> Trusts and Foundations Fundraising Officer	<b>Department:</b> Fundraising
<b>Reports to:</b> Head of Fundraising & Community Services	<b>Salary:</b> £28,000 (pay award pending)
<b>Location:</b> The Eric Liddell Community	<b>Type of contract:</b> Permanent
<b>Working hours and pattern:</b> 37.5 hours per week working generally Monday to Friday during normal business hours, flexible with working from home/office.	

#### About The Eric Liddell Community

The Eric Liddell Community (Scottish Charity Number SC003147) is a local care charity and community hub founded in 1980 in memory of the 1924 Olympic gold medallist, Eric Liddell.

Our vision is a community where no one feels lonely or isolated and we are on a mission to bring people together in their local community, to enhance their health and well-being. We are doing this by providing a Day Service for people living with dementia alongside a programme of community-based activities for people living with dementia, a programme of well-being activities, courses and classes for unpaid carers, and developing our vibrant community hub, at the heart of Edinburgh.

#### About the Job:

The Eric Liddell Community is undergoing a period of growth/expansion with a new vision for the delivery of caring services.

Working with the fundraising team you will identify relevant Trusts and Foundations who might support the work the Eric Liddell Community and make applications to these trusts. You will also support our Community Fundraising, corporate sponsorship, individual giving and annual appeals along with other fundraising opportunities which may be developed.

The Eric Liddell Community has developed a positive Strategic Vision 2022 – 2027 and the fundraising team delivers support to achieve that vision. The Eric Liddell Community has also recently been honoured to welcome Her Royal Highness The Princess Royal as its Royal Patron.

**Key responsibilities and accountabilities:**

You will report to the Head of Fundraising & Community Services.

You will contribute actively to achieving the ambitious but achievable targets of the fundraising team by:

- Researching and writing applications for funding to Charitable Trusts and Foundations in coordination with the wider fundraising team.
- Working with the wider fundraising team to support additional fundraising activity when appropriate
- Playing an active role in fundraising activities associated with The Eric Liddell Community building
- Engaging in such other tasks as may from time to time be reasonably asked of you

**Key outcomes:**

- Annual fundraising targets are met or exceeded
- All supporters feel valued, respected and engaged in the work of the Eric Liddell Community
- Community projects at the Eric Liddell Community are funded in the present and the medium-term future
- Strategic Business Plan / Sustainability Strategy key targets are met
- New projects are in the pipeline for additional services and enhancements
- New donors and funders are attracted to the charity
- The Code of Fundraising Practice is adhered to

**Required Knowledge and Experience:**

**Essential**

- Experience of raising funds from Trusts and Foundations
- Good verbal and written communication skills
- Able to work effectively independently and as an active member of a wider team
- Good IT skills including Microsoft Office and CRM systems

**Desirable**

- Experience in some additional aspects of fundraising activity
- A keen interest in, and understanding of, the Eric Liddell Community and a passionate belief in our vision and mission
- Understanding of the wider Scottish Third Sector, particularly in the provision of care services

### **Terms and Conditions**

The Key Responsibilities, Required Knowledge Skills and Experience reflect the requirements of the job at the time of issue. The Eric Liddell Community reserves the right to amend these with appropriate consultation and/or request the post holder to undertake activities believed to be reasonable within the scope of the job or their abilities.

Salary: £28,000

Working Hours: 37.5 hours per week, primarily working from the office with flexibility

Annual leave entitlement: 6 weeks, inclusive of public holidays

Notice period: 2 months

Probation period: 3 months

### **Other benefits**

Company contributory pension scheme

Occupational sick pay

Death in service cover

40% off food at our Community Hub Café, Café Connect

Edinburgh Leisure Community Access Programme Card – classes, gym, pool etc. membership

Flexible TOIL approach