

iona
community



Work with the Iona Community

*Transforming lives to
change the world.*



Iona Community

Role title:	Fundraiser
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Reporting to:	Executive Director and Council
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Salary band:	G - £34,350 (pro rata)
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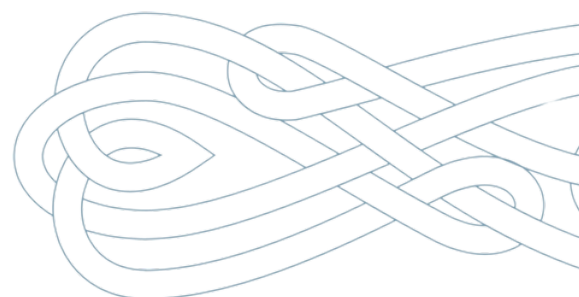
Type of contract:	Initially six month for 3 days/week. Extension and potential increased responsibilities and hours subject to funds raised.
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Hours of work:	21 hours per week initially
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Location:	Home-based. Must be available for regular meetings in our mainland office in Glasgow.
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Pension:	Membership of the National Employment Savings Trust
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Key Working Relationships:	Executive Director; Convener and Members of Council; Leader; Fundraising Team; Finance Team and Communications Team
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Overview of the organisation

The Iona Community is an international, ecumenical Christian movement working for justice and peace, the rebuilding of community and the renewal of worship.

Our Community was founded in Glasgow, Scotland in 1938 by Rev George MacLeod, a visionary and social reformer.

Job description

The purpose of the post is to take the lead in supporting the ongoing financial sustainability of the Iona Community through building and maintaining relationships with funders, grant-making bodies and other philanthropic parties. The Fundraiser will be responsible for building capacity in fundraising within the Community, including eventually recruiting and training a Fundraising Team to embed a culture of philanthropic giving across the life of the Community.

Personal Qualities

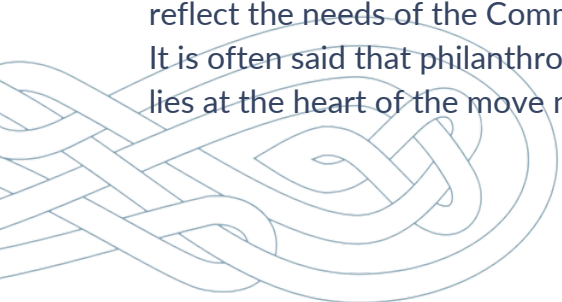
The Fundraiser must be able to work using their own initiative. The post holder will have excellent communication skills, be able to work under pressure, be self-motivated and able to function well in developing and supporting a team. We require someone who is dependable and can be trusted to handle personal information in a confidential and appropriate manner, and who has a caring and friendly personality, is sensitive to the requirements of funders and colleagues and shares the values of the Iona Community. A commitment to the aims and policies of the organisation is required, including: confidentiality, equal opportunities, anti-discriminatory practice, user involvement and health and safety.

Rationale

The Community is a member-centred organisation and Members commit annually to giving generously to the ongoing work. The changing shape of the organisation – a move to being an internationally active Community – means we need to develop a fundraising capacity beyond member giving. The Community engages in a variety of activities connected to peacemaking, social justice, working with young people and caring for the environment from a faith-based perspective, as well as being widely respected for its creation of innovative resources for liturgy and worship. We also own a number of properties on the island of Iona and are responsible for their maintenance.

The Community has long experience of running targeted fundraising campaigns, most recently raising over £3m to refurbish the accommodation in Iona Abbey. During that campaign the question was again raised about appointing a Fundraiser, with a view to improving our capacity to manage projects, and to developing a Fundraising Team to reflect the needs of the Community for greater financial sustainability.

It is often said that philanthropy is one of the pillars of any good financial strategy and this lies at the heart of the move now to appoint an experienced and committed Fundraiser.

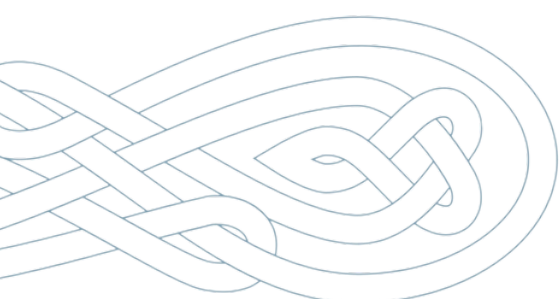


Main duties:

- To research, develop and implement an ethical fundraising strategy for Iona Community, in line with the Community's Strategic Plan.
- To develop and maintain relationships with funders, potential funders, grant-making bodies and philanthropic parties.
- To represent Iona Community in a professional and effective manner to outside bodies and organisations.
- To initiate and establish a Fundraising Team to embed a culture of philanthropic giving within the organisation, including the Membership.
- To report quarterly to the Council.

Key Tasks and Responsibilities

- To research potential sources of funding for IC and draw up a strategy for approaching such sources.
- To create and maintain a list of projects for which the Iona Community wishes to raise funds.
- To prepare and submit applications for financial support for the work of IC, including follow up where appropriate.
- To seek out potential corporate sponsors who may be approached with a view to entering sponsorship agreements.
- To develop, in consultation with the Communications team, such publicity materials as may be appropriate to assist in the task of fundraising.
- To maintain up-to-date records of all fundraising activities carried out on behalf of the Iona Community
- To maintain best practice in professional development in the postholder's field of expertise.
- To participate in regular staff team meetings within the Iona Community Substantial experience and track record in fundraising for a similar-sized organisation (30-50 staff)



Person Specification

Member of the Chartered Institute of Fundraising (CIOF)	Essential
Qualification or degree in fundraising, finances, economics, business administration, management or a related field or significant experience in the field	Essential
Excellent written and verbal communication skills	Essential
Highly dependable and trustworthy	Essential
High level of accuracy and attention to detail	Essential
Resourcefulness	Essential
Ability to maintain confidentiality and handle sensitive information in line with GDPR	Essential
Sensitivity and empathy	Essential
Experienced line manager	Essential
Demonstrated ability to work collaboratively with diverse teams and stakeholders	Essential
Excellent team building skills and experience	Essential
Strong organisational and time management skills with the ability to multitask, prioritise effectively and meet tight deadlines	Essential
Proficiency in Microsoft office applications and familiar with database management system	Essential



Person Specification continued

<ul style="list-style-type: none">• Certification in one or more of the following<ul style="list-style-type: none">▪ Nonprofit Fundraising▪ Nonprofit Fund Development▪ Professional Grant Writing▪ Philanthropic Fundraising▪ Fundraising Coach▪ Fundraising Management (CFRM)▪ Specialist in Planned Giving (CSPG)▪ Fund Raising Executive (CFRE)	Desirable
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How to apply



Fundraiser

Closing date and time: Sunday 20th July 2025, 23:59

Interview date: during week beginning 11th August 2025, in Glasgow or online

Visit our [vacancies page](#) on our website to find out more.

Please apply by email using the application form to outline your experience and suitability for the role.

Email: icrecruitment@iona.org.uk