

## Job Description – Corporate Fundraising Assistant

<b>LOCATION:</b>	FYF Charity Hub, 25 St James' Street, Paisley, PA3 2HQ
<b>HOURS:</b>	21 per week over a minimum of 3 days, to include a Tuesday. Can be spread over 5 days if preferred.
<b>WORK LOCATION:</b>	Paisley office, with flexibility to work from home on occasion.
<b>CONTRACT:</b>	Part-time, permanent
<b>SALARY:</b>	Real Living Wage (£12.60/hour until end of March, then £13.45 from 1 <sup>st</sup> April)

### About Us

Finding Your Feet is Scotland's only national amputee charity. We support families affected by amputation or limb absence with activities, services and support to benefit fitness, mental health and personal growth. Our goal is to be on hand with some form of support for every amputee in Scotland. The first step towards doing this is to connect people and make them smile, which we're pretty good at! We believe that forming relationships with peers or being part of a group is one of the most powerful ways to reduce isolation, which has been proven to be a contributing factor to life expectancy in the amputee community. Whether an amputee needs vital counselling or wants to sail the seven seas, FYF is the place to be.

You would expect us to say this, but we actually do mean it - Finding Your Feet is committed to creating a diverse environment and is proud to be an equal opportunity employer.

### Purpose Of The Job

We are looking for a motivated and organised Corporate Fundraising Assistant to help us raise vital funds and awareness to continue our life-changing work. As a key member of the fundraising team you will have the opportunity to make this post your own as your skills and experience develop; being involved across all areas of fundraising but predominantly helping us to grow corporate & events income generation and ensuring effective donor stewardship.

Working closely with the Fundraising Manager, Fundraising Assistant and alongside our Marketing and Well-being teams, you will see the direct impact of your efforts within our friendly and fast-paced environment, making a real difference in the lives of amputees and their families.

## FINDING YOUR FEET

St James House, 25 St James Street, Paisley, PA3 2HQ

Scottish Charity Number: SC044572

[www.findingyourfeet.net](http://www.findingyourfeet.net)

0141 258 4868

[www.facebook.com/findingyourfeetcharity](https://www.facebook.com/findingyourfeetcharity)



## What You'll Be Doing

- **Corporate Fundraising:** Help develop and manage partnerships with businesses to secure financial and in-kind support, including identifying and approaching potential corporates who could support us with everything from raffle prizes and donations through to staff fundraising, sponsorship and charity of the year adoptions. This may include prospect research, contacting businesses, preparing proposals and presentations, maintaining strong ongoing relationships and helping to report on impact to demonstrate the value of corporate support.
- **Corporate Campaigns and Events:** Research potential event and campaign ideas, sponsors and donors, assist in the planning, promotion and delivery of events, attend events throughout the year supporting logistics and acting as an ambassador for the charity when required (please note, events may be out of usual working hours, and may at times involve lifting and manual handling).
- **Provide a first-class donor experience:** Be the first point of contact, responding to queries in a timely, efficient and accurate way, and by writing compelling and personalised thank-you letters, emails, and other donor communications in order to develop positive, long-lasting relationships with individuals and organisations.
- **Administration:** Maintain accurate and up-to-date fundraising records using our supporter database (Beacon CRM system) and spreadsheets, track donations and help write reports.
- **Be an outstanding advocate for Finding Your Feet:** Gain and maintain in-depth knowledge and understanding of the charity's work, priorities and future plans, and work at all times in line with our core values.
- **Be a great team player:** Support the wider work of the fundraising team, collaborate with the Marketing team to promote fundraising through social media, email and newsletters etc, attend and contribute to team meetings and planning days, support the wider team as necessary undertaking any other duties as may be reasonably expected.

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### Skills and Experience We're Looking For

- Experience in fundraising in the charity sector or a corporate sales role would be advantageous
- Excellent organisational skills, with the ability to manage multiple projects simultaneously
- Strong administrative skills, as well as written and verbal communication; willingness to proactively contact people whilst remaining relatable and oozing warmth and compassion is essential
- Confidence using Microsoft Office (Word, Excel, Outlook), and ideally familiarity with a CRM system such as Beacon
- Enthusiastic and proactive, with the ability to work independently and as part of a team
- A passion for the charity's mission and desire to make a positive impact in the lives of amputees.

### What You'll Love About Us

- **Benefits:** 28 days holidays (pro rata) including public holidays, pension, medical cash-back scheme. Although most staff are in it for the abundance of snacks and home-made cake
- **Impact:** Work with some truly inspirational people and see the tangible difference of your work on the lives of amputees in Scotland
- **Growth Potential:** As part of a small, dynamic team your ability to demonstrate your creative flair, to develop in the role, and your influence on our growth and operations is substantial
- **Fun Team Environment:** We believe in working hard and supporting you well, but with a relaxed, fun and informal approach for both our amputees and within our team
- **Flexible Working:** We champion a healthy work/life balance with options for remote working and flexible schedules
- **Professional Development:** We invest in your growth through training and support further education.

The formal blurb: this job description is a guide to the level and range of responsibilities which the postholder will be expected to undertake. The list is not exhaustive and is subject to review/change to meet evolving circumstances and demands of the charity. It does not form part of the contract of employment.

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