Job Description

Position Title: Fundraising Manager (Mat Leave Cover)

Reports To: Chief Operating Officer

Line Management Responsibilities: Communications and Engagement Co-ordinator (line management responsibilities may increase in the future)

Location: Edinburgh with occasional travel to Glasgow

Job Purpose

Working with the Senior Leadership Team (SLT), the Fundraising Manager will support the delivery of Clan Childlaw's fundraising strategy by identifying, researching, and writing compelling applications, to secure funding to continue Clan's important work.

The post holder will manage Clan Childlaw's existing pipeline of grants from Trusts and Foundations, alongside the CEO and Deputy CEO, ensuring that proposals, applications and impact reports are completed and will be responsible for researching and identifying new prospects. They will also identify new opportunities to grow the pipeline and develop and nurture relationships with funders.

Main activities

Alongside the SLT, leading fundraising activities, the post holder will:

Bid Writing Lead

- Secure funds in line with income targets for key projects / areas of strategic focus
- Write high quality, targeted and compelling funding applications and proposals evidencing a strong case for support and tailored to statutory funders and charitable trusts and foundations.
- Work closely with other teams to ensure effective collaboration during bid development and reporting.

Stewardship of Existing Funders

- Manage reporting schedule to ensure all donations received are acknowledged and reports are submitted on time to funders.

- Provide high quality stewardship, acting as the main point of contact with existing and new supporters.
- Produce regular, tailored impact reports to a high-quality standard that capture project impact and are in line with funder requirements.
- Ensure all interactions and donations are updated on our Customer Relationship Management Database: Donorfy

Pipeline management

- Research new funding opportunities with Trusts, Foundations and Scottish Government Grants.
- Maintain the prospect pipeline to keep up to date with future funding opportunities, identifying and researching a diverse range of high value prospects to build a robust pipeline of sustainable income.
- Support the development of new income streams as identified in the fundraising strategy, including individual giving and digital fundraising, training, and membership.

New income development

- Develop and test new income streams across digital, community and individual giving.
- Carry out any other duties reasonably associated with your role.

Please note, this job description is not intended to be an exhaustive list of duties but aims to highlight the main responsibilities of the post. You may be requested to undertake such other duties as may reasonably required of you.

Person Specification:

Experience

- Ability to build new relationships with a diverse range of people and sustain existing relationships.
- Experience of writing successful public sector bids and funding proposals to consistently achieve financial targets and secure significant multi-year grants and donations.

- Experience in collating information for reports with understanding of outcome-based approaches to measuring and monitoring performance
- Experience of people management, either line management or volunteer management.
- Experience of working with Customer Relationship Management Databases, and an understanding of the importance of recording and analysing data.
- Understanding of confidentiality and GDPR (General Data Protection Regulation)
- Knowledge of the Code of Fundraising Practice
- Knowledge of Gift Aid and other tax effective giving mechanisms

Skills and Competencies

- Excellent communication skills with the ability to communicate effectively to inspire and engage supporters in writing and through online and in-person meetings.
- Exceptional relationship management skills
- Ability to research and identify new prospects
- Ability to plan and organise own workload effectively to ensure that deadlines and standards are met.

Personal Attributes:

- Commitment to the aims and values of Clan Childlaw
- A passion for strengthening the rights of children and young people by fostering relationships to gain support for the work we do to improve the lives of children and young people in Scotland.
- Commitment to your own continuing professional development including Chartered Institute of Fundraising Training and/or Membership

Please note: *To become an employee at Clan Childlaw you must be able to produce evidence of your Right to Work and undergo a basic disclosure check.*