

**“To be the driving force towards  
financial wellbeing for the people of Scotland”**

**Role:** Fundraiser

**Responsible to:** Chief Executive

**Salary:** £32,000 (pro-rata) £16,000

**Hours:** Part-time (18 hours a week, 36 hours FTE). We are a flexible working employer. We operate a four-day working week.

**Location:** Mainly working from home, but some travel for meetings will be required.

**About MAS**

Money Advice Scotland is Scotland's money charity. Established in 1989, the organisation has grown significantly but retains its core activities in promoting free independent debt advice and personal finance education. Our mission is “to be the driving force towards the financial wellbeing for the people of Scotland”. Our vision is “A fairer Scotland where people are not stigmatised by debt”. We are a vibrant organisation whose staff want to be the leader, and not the follower. We believe that people in debt deserve to be treated fairly and with dignity. And we believe we will achieve that by supporting the advice workforce, empowering citizens to get help and support, and advocating for fairer policy.

The organisation has a five-year strategy in place, which includes the following strategic objectives:

1. Lead the delivery of money advice training and education.
2. Improve financial health and wellbeing.
3. Influence social and public policy.
4. Advance the availability of digital services and products

## **Job Purpose**

To achieve fundraising targets of more than £100,000 per annum from community fundraising, sponsorship, events, donations and trusts. In addition the postholder will assist with funding applications.

## **Main Duties and Responsibilities**

1. Developing strategies and setting goals to hit fundraising targets.
2. Building relationships with donors.
3. Attracting donations from individuals and trusts.
4. To help the Communications Officer develop a page to be included on the website.
5. Work with the Communications Officer to keep the website and social media updated with events.
6. To research possible fundraising opportunities in local communities.
7. Developing and overseeing events and campaigns.
8. Recruit and support a team of fundraising volunteers.
9. Attend community fundraising events including facilitating stalls with tombolas etc.
10. Arrange fundraising events throughout the year.
11. Assist with conferences.
12. Build relationships with the community.
13. Arrange Kilt walk events, fun runs etc.
14. To secure sponsorship deals from the private sector.
15. Develop and promote publicity for fundraising events.
16. To work with the policy and communications team to market events.
17. Develop further fundraising ideas.
18. To develop contacts with the local and national press to promote donations and campaigns.
19. Assist the CEO and leadership team with achieving funding through funding applications.
20. Research available grants and trusts.
21. Produce monthly reports on all above tasks.

## Person Specification

|                                      | Essential  | Desirable   |
|--------------------------------------|--|---|
| <b>Qualifications and experience</b> | <ul style="list-style-type: none"> <li>• Significant track record in achieving fundraising targets.</li> <li>• Successful track record in arranging fundraising events.</li> <li>• Good links with the press or ability to achieve those relationships.</li> <li>• Full driving license and access to use of a car.</li> </ul> |   |
| <b>Knowledge and understanding</b>   | <ul style="list-style-type: none"> <li>• Develop contacts and relationships that assist in achieving regular gifts and donations.</li> </ul>   | <ul style="list-style-type: none"> <li>• Knowledge of the money advice sector.</li> </ul> |
| <b>Personal attributes/other</b>     | <ul style="list-style-type: none"> <li>• Outgoing, inspiring individual with skills in influencing.</li> </ul>   | <ul style="list-style-type: none"> <li>• Ability to work as part of a team.</li> </ul>    |
| <b>Evaluation and analysis</b>       | <ul style="list-style-type: none"> <li>• Track record of meeting previous significant fundraising targets</li> <li>• Maintenance of fundraising records</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of databases/ CRM systems</li> </ul>  |
| <b>Autonomy and accountability</b>   | <ul style="list-style-type: none"> <li>• Ability to manage a small volunteer team.</li> </ul>  | <ul style="list-style-type: none"> <li>• Ability to maintain confidentiality.</li> </ul>  |

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| <b>Values and attitudes</b> | <ul style="list-style-type: none"> <li>• Ability to deliver presentations to large groups.</li> </ul> | <ul style="list-style-type: none"> <li>• To have a non-judgemental, open and friendly approach.</li> </ul> |
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### **Special Features of the Post**

- The post will require evening or weekend work.
- This post is subject to a satisfactory PVG check.

### **How to apply**

If you are interested in this opportunity, we would love to hear from you. Please email your CV and a covering letter highlighting your skills, experience, and enthusiasm for the role to [janine@moneyadvicescotland.org.uk](mailto:janine@moneyadvicescotland.org.uk)

### **Closing date**

Applications must be received by **Friday 3<sup>rd</sup> October 2025**.