

Role Profile – Fundraising Officer - v2

Title:	Fundraising Officer
Reporting to	CEO
Salary	£12,000 plus Pension & NI (£30,000 pro-rata) +5% pension Salaried or Freelance negotiable
Hours	2 days per week, pattern to be agreed
Location	Home-based, with some travel
Benefits	29 days annual leave including bank holidays (pro-rata); 5% employer pension contribution

Context

You will be an enthusiastic individual with a professional approach and excellent written and verbal communication skills. You will be organised, adaptable and able to work on your own initiative and as part of a team. You will need to manage your workload and priorities effectively to meet deadlines, take advantage of opportunities as these arise, achieve funding objectives and maximise outcomes for the community.

Purpose of Role

Secure support in the form of grants, donations and other resources (financial and non-financial) to sustain the community and enable new, creative projects to meet the needs of GCP's vulnerable community members.

Main Duties & Responsibilities

You will report to the CEO. Working primarily from home, you will:

- Manage your own workload and actively prioritise, to assess and take advantage of appropriate opportunities as these arise, and maximise outcomes for the community
- Complete funding applications to trusts, grant foundations, and other suitable sources
- Complete progress reports, end of funding reports and manage ongoing funder relationships
- Research funding sources and develop a pipeline of prospects, prioritised according to match between funder/GCP aims and practical aspects e.g. capacity/effort/ability to meet application requirements
- Manage donor relationships e.g. draft communications, provide suitable information upon request or to seek support from potential new friends
- Maintain a database of funder and donor contact information in line with GDPR/info policy
- Produce suitable communications (including social media, newsletter articles and updates) to acknowledging support when appropriate, or to promote and support the aims of funders, donors or community fundraising initiatives.
- Collate information, data and case studies from various sources for funding reports, donor updates and other communications
- Work with Finance Officer to produce an overview of funding in terms of amount, period, secured and prospective, with funding targets and organisational budgets firmly in view
- Attend regular one to one support and supervision meetings with CEO
- Attend other staff or board meetings, or community-related events, online or in-person, as agreed with CEO

- Any other duties reasonably required within competence and capacity



Depending up on your strengths, community needs and working with the wider team, you may also lead or contribute to:

- Community fundraising initiatives (e.g. sponsored events, corporate social responsibility partnership events, open days etc.), involving community members and volunteers
 - Talks and presentations to visiting groups, e.g. learning about social enterprise (often making donations or offering support) or prospective donors
 - Prepare presentation materials (e.g. slides, handouts) for the CEO and other senior staff
- This role does not involve any line management responsibilities.

Person Specification

Essential:

- Experience of successful fundraising for a charity, social enterprise or community organisation including:
 - Completing grant applications to trusts or the public sector
 - Undertaking a campaign to attract and connect with individual Donors
 - Running a community event or fundraising event
- Excellent communication skills, including writing and review/editorial abilities
- Organised and able to manage own workload, prioritise and work toward objectives and deadlines
- Able to work flexibly, both independently and as part of a team
- Able to relate to people with a wide range of needs and abilities
- Committed to work within the ethos of the Grassmarket Community Project
- Experience of working effectively in a role involving production of written materials to a high standard, to meet deadlines and work toward financial or project goals
- Able to gather and analyse written information efficiently
- Good working knowledge office-work software e.g. Microsoft Word, Excel, Outlook, PowerPoint or similar; using online applications and databases.
- Ability to identify own development needs and take responsibility for own learning

Desirable:

- Experience of working as part of a voluntary organisation or working in a community setting
- Experience of working with vulnerable adults, for example those facing challenges due to disability, poverty, homelessness or other complex challenges
- Stakeholder relationship management experience across a range of sectors and groups