

### Role Profile – Fundraiser – v3

<b>Title:</b>	Fundraiser
<b>Reporting to</b>	CEO
<b>Salary</b>	£10,695 per annum for 14 hours plus Pension & NI (FTE £26,738 pro-rata) +5% contributory pension Salaried <i>or Freelance negotiable</i>
<b>Hours</b>	Equivalent of 2 days (14 hours) per week, pattern to be agreed
<b>Location</b>	Home-based, hybrid with some travel
<b>Benefits</b>	29 days annual leave including bank holidays (pro-rata); 2 Paid personal development/self-care days; 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 Manager 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 though you may at times be leading Volunteers supporting you in your role.

## **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
- Salesforce software, mailchimp and website experience