

Job Description

Job title:	Community and Event Fundraising Officer (West Coast of Scotland)
Division:	Income Generation
Responsible to:	Senior Fundraising Officer
Hours:	Permanent, 36 hours per week (Full Time). This role will require occasional weekend and evening working for which time off in lieu will be agreed
Location:	Hybrid working model (combination of office/home-based)
Salary:	£26,896 – £29,746

Role purpose:

You will be the first point of contact for those individuals, groups and businesses located throughout the West Coast of Scotland, wishing to raise funds for or support Scottish Huntington's Association (SHA).

The role's main task is to inspire and support those within your regional area of Scotland who wish to support the charity through fundraising and volunteering activities and to build long term, positive relationships at all levels.

To proactively secure new income from individuals, groups, businesses and events, mainly 3rd party events, as well as establishing and managing a new SHA self-organised event in the West Coast of Scotland, considering cost versus ROI.

To represent the charity at regional community and business events, providing up to date information about the work of Scottish Huntington's Association and opportunities to support the charity whilst continually seeking potential relationships.

Key accountabilities:

Descriptor	Performance Measure
<p>Promote, secure and effectively steward fundraising relationships within the community, linking them in to appropriate SHA products and sourcing new areas of income and support.</p> <p>Ensure compliance with any relevant Codes of Fundraising and SHA policies and procedures.</p> <p>Manage all regional fundraising relationships personally and delegate higher level/value/complexity relationships to relevant colleagues.</p>	<ul style="list-style-type: none"> • Growth in number of fundraising relationships/partnerships • Number of presentations delivered • Feedback from supporters • Number of leads shared • Regular/repeat support from individuals/groups • Compliance issues addressed • Quality and number of social media and press stories generated
<p>Develop business and corporate fundraising relationships in collaboration with the wider Income Generation department.</p>	<ul style="list-style-type: none"> • Leads shared across the team • Relationships secured • Corporate pipeline developed across the region • Number of networking events attended / meetings held
<p>Manage and develop any assigned events/programmes to achieve agreed participation and income targets.</p> <p>Ensure health and safety procedures are followed and high-quality events are delivered.</p>	<ul style="list-style-type: none"> • Income and participation targets are met • Feedback from event participants and suppliers/partners • Number of leads generated / shared • Quality of risk assessments and review of incidence reports/ actions taken to deal with incidents
<p>Recruit, work with and develop volunteers in the region, to enable fundraising and events to be as effective as possible</p>	<ul style="list-style-type: none"> • Number of volunteers recruited • Number of volunteers retained • Feedback from volunteers
<p>Work with line manager and Head of Income Generation to develop suitable budgets to meet team income growth goals.</p> <p>Responsible for achieving agreed budget, monitoring and report progress and put in place mitigations when required.</p>	<ul style="list-style-type: none"> • Production of appropriate budgets • Effective forecasting and reporting of income / expenditure • Effective and timely contingency plans created as and when required • Income targets met • Colleague feedback
<p>Development of excellent relationships with SHA colleagues and increase understanding of the role of fundraising to enable delivery of fundraising objectives within your region.</p>	<ul style="list-style-type: none"> • Colleague feedback • Evidence of increased cross departmental understanding
<p>Use the eTapestry database to manage all potential and realised fundraising contacts in line with data protection legislation.</p>	<ul style="list-style-type: none"> • Meet data compliance, accuracy and input standards
<p>Cover the geographical area of Scotland assigned – West Coast of Scotland.</p>	

Key challenges:

- Involves careful time management and prioritisation based on ROI.
- Required to be self-sufficient and able to work independently with minimal supervision.
- Developing varied relationships from groups to businesses and individuals to deliver fundraising targets.
- Needs flexibility in working hours. Ability to work in the evening and over weekends on occasion.
- Role also requires the ability to conduct physical work sometimes in adverse weather conditions (e.g., event set-up).

Key results / Objectives:

- To generate support and income from community, corporate and events income streams working to agreed KPIs and objectives.
- To manage and achieve development targets, taking a lead and individual responsibility for specific projects.
- To build relationships with volunteers and help recruit new volunteers to aid the growth in fundraising support required in the area.
- To proactively approach groups, organisations and businesses to deliver presentations and information about the charity.
- To work with the Senior Fundraising Officer to promote and develop fundraising activities.

Key Relationships:

Internal contacts:

- Income Generation teams
- Communications team
- Service regional teams
- Other staff and volunteers

External contacts:

- Supporters and volunteers
- Community groups
- Regional businesses
- Event suppliers and stakeholders

Additional duties:

- Any additional duties will normally be to cover unforeseen circumstances or changes in work and will usually be compatible with the regular type of work. This job description may be subject to review following discussion with the post holder and Management of SHA.

General

- Out of pocket expenses including travel and mileage allowances will be paid on receipt of appropriate claim forms and invoices/receipts.
- The post holder will be required to work throughout the West Coast of Scotland (including PA, G, FK, ML, KA and DG) but may be required occasionally to work elsewhere in Scotland as the needs of the department dictates.

The duties and responsibilities of the post will be undertaken in accordance with the policies, procedures and practices of Scottish Huntington's Association.