**DRUMCHAPEL CITIZENS ADVICE BUREAU**

**Fundraising Co-ordinator**

**Name of Employer:** Drumchapel Citizens Advice Bureau

**Job Title:** Fundraising Co-ordinator

**Responsible to:** The Manager

**Responsible for:** Raising funds from the Local Authority, Charitable Trusts

and Corporate Foundations to support all aspects of the

work of Drumchapel Citizens Advice Bureau.

**Summary of main responsibilities:**

Writing Bids/Funding Applications

* Identify and pursue a range of potential trust funding from charitable trusts and corporate foundations
* Write compelling proposals to amongst others, the local authority, charitable trusts and corporate foundations, raising income for the bureau
* Liaise with both internal and external stakeholders to pull together accurate information for each proposal

Building and Maintaining Relationships

* Manage a variety of trust and foundation relationships to ensure continuous income for the Bureau
* Represent the Bureau at events and network with new and existing stakeholders to contribute and to support relationship development
* Support management to maintain and develop the Bureau’s role and relationship with Citizens Advice Scotland and other national agencies

Marketing and Awareness Raising

* Engage and develop relationships with potential funders and stakeholders ensuring they understand our ethos so as to boost overall awareness of the bureau and its purpose in the community.
* Prepare and deliver presentations to local community fundraising groups
* To support management and seek opportunities for press and media coverage of the work of the Bureau to promote the profile of the Bureau in the community we serve
* To support the monitoring and management of the bureau’s social networking presence.

**Administration**

* Provide bi-monthly progress reports for the Bureau Manager and Board of Directors
* Assist in the production of briefing materials, social policy reports and information leaflets to key stakeholder and local councillors.
* To support management fulfil all grant monitoring requirements from funders as appropriate as well as feeding back regularly to key staff within the Bureau.

General

* Recruit, support and develop volunteers to support you in your work - in particular in developing relations with local community groups and the delivery of presentations, as appropriate.
* Report regularly to the Bureau Manager on progress sharing with her information about key partners/stakeholders
* Attend all staff meetings
* Undertake training and appropriate professional development as agreed with the bureau.
* To carry out any other reasonable task as requested by the Bureau Manager.