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| DAGCAS  SCQF Level 8 | Fundraising & Development Officer |
| Reporting To | Business Development Manager |
| Job Function /Location | HQ |
| Purpose of Job | The Fundraising & Development Officer will be responsible for:   * Implementing and updating our Funding & Income Generation Strategy to secure new income streams. * Identifying relevant funding sources and applying for grants from statutory bodies and charitable trusts as appropriate. * Establishing partnership working with like-minded organisations to allow extended delivery of projects. * Exploring alternative fundraising methods and implementing these where appropriate. * Supporting the Business Development Manager in the delivery of short-term projects. * Providing back up for the smooth delivery of our financial services in the absence of the Finance Administrator and with the support of the Business Development Manager. * Supporting the wider D&GCAS service delivery as per our corporate and operational objectives. |
| Competencies: |  |
| Scope of Work/ Degree of Autonomy | * Continue to develop an effective fundraising plan in line with the strategic direction set by the Board of Directors. * Research the funding landscape, targeting and developing relationships with potential corporate sponsors or charitable organisations. * Complete funding applications to statutory bodies and charitable trusts. * Investigate, identify and attempt to secure alternative additional funding streams e.g. corporate sponsorship, legacies, online donations, new and imaginative fundraising activities e.g. events, campaigns etc. * In conjunction with the Communications & Volunteer Development Manager, raise awareness of the work of the organisation to potential funders/sponsors, both locally and nationally. * Use digital platforms to promote fundraising opportunities e.g. organise digital campaigns and promote opportunities to encourage individuals to donate or make provision for legacy donations to the company. * Contribute to regular, ongoing evaluation and monitoring of fundraising activity and subsequent financial stability of the organisation. * Collate details on staff absences, enrolments, leavers etc in the absence of the Finance Administrator. * Carry out other duties as specified by the Manager and required by the needs of the post. |
| Processes | * To maintain accurate statistics for monitoring purposes. * To adhere to company principles and uniform standards in case recording. * Collate and report statistical information to senior management and the funders at agreed intervals. |
| Quality | * Ensure records are maintained which demonstrate compliance with training and competence requirements. * Adhere to D&GCAS’ recognised good practice and standard processes and procedures to ensure governance and compliance at all times. * Contribute to overall efficiency and quality of processes and procedures. * Adhere to Citizens Advice Scotland membership standards. |
| Skills | * Exceptional written, oral and communication skills. * IT Literate. * Customer facing expertise. * Organisational/planning skills. * Person specification requirements are detailed in person specification document. |
| Knowledge | * Understand aims and principles of policies and procedures and contribute to development and revision of these policies and procedures. * Have and maintain expertise in relevant legislation in this field of work. |
| Personal Development | * Identification of personal strengths and weakness, as well as identifying personal training needs. * Attend in-house and external training courses as appropriate. * Organise and attend team and staff meetings as required. |