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| DAGCASSCQF 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.
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| 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.
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| 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.
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| 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.
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| Skills | * Exceptional written, oral and communication skills.
* IT Literate.
* Customer facing expertise.
* Organisational/planning skills.
* Person specification requirements are detailed in person specification document.
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| 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.
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| 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.
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