

This is an exciting time to join a charity that is looking to its future with confidence and ambition. We will not rest until every individual with Down's syndrome can realise their fullest potential.

We are searching for a confident individual to join our Fundraising Team, possessing the talent and passion for community and event fundraising.

This is a fantastic opportunity for the right person to work with our Fundraising Manager to utilise your natural communication and sales skills to reach new audiences, new donors and new partnerships. You will have a track record of income generation success, be really well organised, have lots of energy and inspire those around you.

Community and Events Fundraiser Job Description

Post:	Community and Events Fundraiser
Salary:	£24,286 for 28 hours (£30,357 FTE) plus up to 5% pension contribution
Hours:	28 hours per week (The charity supports flexible working arrangements).
Location:	Homebased in the Central Belt of Scotland
Responsible to:	Fundraising Manager
Responsible for:	Network of volunteers

Main Purpose of Post:

The Community and Events Fundraiser will report to the Fundraising Manager, and will have specific responsibilities to deliver on key projects areas.

The successful candidate will be the main point of contact for those wishing to raise funds for or support the charity across Scotland, and will be responsible for proactively generating income by engaging community support through a varied programme of relationship focused activities across different fundraising disciplines such as, but not exclusive to, events & campaigns, digital and community fundraising. In addition, you will be required to demonstrate and report on outcomes measured against an agreed set of income generating KPIs.

Experience of all these disciplines is desirable, but not essential. We are looking for people with transferable skills who can learn quickly and work on projects with the Fundraising Manager and other staff throughout the organisation, to sustain and grow Down's Syndrome Scotland's service provision throughout Scotland.

Marketing:

- Collaborate with the Comms Team and Fundraising Manager to develop marketing plans, content and design to promote varied community support opportunities and sell places at DSS and Third Party events.

Planning and Operations:

- Promote and inspire fundraising within the community, including developing new areas of income & support; use of virtual and face-to-face meetings, presentations and provide telephone-based support / advice to people raising funds for DSS.
- You will assist supporters with fundraising activities and events they are organising in aid of and on behalf of Down's Syndrome Scotland, advising them on health and safety, best practice, promotion & branding and suitable fund-raising methods and platform guidance.
- Support the Fundraising Manager on the planning and promotion of the charities annual calendar of events, implementing ways to enhance and expand the charity's own event portfolio and third-party fundraising events and initiatives.
- Support the first class delivery and administration of DSS and other events.
- Assist with the set up and break down of events (this will involve lifting, carrying, etc.)
- Recruit, manage and develop volunteers in order to enable community based fundraising activities and events to be as effective as possible, ensuring Investors in Volunteers standards are maintained.
- Use Blackbaud eTapestry database to record, track and manage the relationships and comms you have with donors, volunteers, staff, partners, vendors, prospects, and any other groups of constituents.
- Contribute to income reporting and analysis.
- Ensure compliance with General Data Protection Regulations and relevant Chartered Institute of Fundraising Codes of Practice across all programmes and areas of responsibility.

Administration:

- Develop a full understanding of the systems and protocols in place for DSS and third party event providers and ensure these are met.
- Ensure all administration tasks are handled promptly and courteously.

Long-term Supporter Development:

- Work with the Fundraising Manager to ensure data is used to develop long-term relationships with motivated supporters.

General:

- To undertake other duties from time to time as directed by the Fundraising Manager or such other senior member of staff who may be appointed.
- To comply fully with DSS Policies and Procedures.
- To participate in the DSS support & development process.
- To attend training sessions and other activities as required.

Measures of Performance:

Fundraising:

- Achieve assigned activity and income targets
- Development of any assigned relationships within the supporter community, including corporate
- Management and development of any assigned events and special programmes
- Raise DSS's profile throughout Scotland directly and indirectly

Teamwork and support:

- Administrative and general support for line management
- Contribution to strategic development of the team
- Development of relationships with DSS staff and volunteers
- Understanding of the work of other departments of the charity

Management:

- Recruitment, management, development and retention of volunteers in accordance with DSS Policies and Procedures

Personal:

- Positive, effective and collaborative personal working style with attention to: customer focus, communication, flexibility, team working, interpersonal skills, initiative/responsibility taking, inclusiveness, decision making and partnership working
- Clarity and effectiveness of oral and written communication, including listening skills
- Appropriate judgment and use of diplomacy
- Demonstration of cost control
- Knowledge of relevant CIOF standards & DSS procedures
- Productive use of time, prioritising the workload effectively

Please note: This job description does not represent an exhaustive list of responsibilities and tasks, but indicates the main responsibilities required from an employee in the role. We reserve the right to require employees to perform other duties from time to time. In addition, we reserve the right to vary or amend the duties and responsibilities of the post holder at any time, according to the needs of the organisation.

Demands of the post:

The requirement to work evening and weekends as necessary in order to ensure appropriate operational delivery and fulfilment of duties, for which time off in lieu will be authorised.