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<b>Job Title:</b>	Fundraising Manager
<b>Reports To:</b>	Head of Funding Development
<b>Salary:</b>	£36,745
<b>Hours:</b>	Full time 36 hours per week, hybrid working options
<b>Contract:</b>	Permanent

## Overall Job Purpose

Working as part of the Funding Development department, you will manage and coordinate individual, community and corporate fundraising programmes within Scottish Refugee Council, with the goal of securing financial support for our vital work with refugees in Scotland.

You will manage and support fundraising staff and volunteers, work closely with colleagues across the organisation as well as engage externally with supporters, donors, communities, academics and corporate partners. Working with Head of Funding Development, you will support the development and implementation of the Fundraising Strategy and Operational Plans.

## Key responsibilities

- Developing and manage the implementation of the Individual Giving Programme, utilising multiple forms of donor acquisition, ensuring high quality donor care and the achievement of agreed targets.
- Manage the development of a major donor portfolio, ensuring successful engagement of high-level individual donors, securing major gifts (above 5 figures).
- Work with HFD to develop a Legacy Programme, managing the delivery of multichannel activities aiming to recruit, develop and maintain relationships with the public and our supporters for Legacy prospecting and income.
- Support organisational governance through membership programme development and management.
- Oversee the development of a volunteer-led model of community and event fundraising through the delivery of initial pilot activities followed up by an evaluation and review of potential financial and supporter engagement value.
- Manage the development and implementation of our corporate fundraising programme, building on current partnerships portfolio, utilising high-value opportunities/leads and securing new relationships with a range of business partners in the UK (£50K+), meeting and exceeding financial targets.
- Work with the team and other colleagues who support communications and marketing activities to ensure that we have developed strong and compelling case for support, fundraising content and materials for a wide range of audiences and fundraising initiatives.
- Plan and manage the delivery of yearly major fundraising appeals and campaigns.
- Manage budgets for each portfolio in line with objectives and KPIs, reporting monthly

to the Head of Funding Development.

- Support the implementation of our new Cloud Engage fundraising database, ensuring high quality of data input and reporting.

## **Management and supervision**

- Manage a diverse team with an array of talents and responsibilities.
- Ensure you make timely management decisions for the benefit of the team and organisation, as per delegated authority, being consistent and reliable to your team and peers.
- Ensure effective communication and consultation with staff and volunteers.
- Ensure goal setting, workplans and individual reporting requirements are established with each staff member, and these are aligned with organisational objectives and plans
- Provide guidance and support to staff and volunteers through regular contact, personal availability, team meetings, regular supervision and annual appraisal.
- Ensure staff and volunteers have the information and skills to deliver on their roles, enabling training and development on ongoing basis and as needed.
- Ensure all work and people involved, meet the Health and Safety, Data Protection, Fundraising Regulations and any other requirements or standards set by law, best practice or our organisation.
- Ensure staff and volunteers behaviour aligns with the organisation's values, encouraging team work and cross team collaboration, recognising contributions and addressing issues as they arise.

## **Other duties**

- Develop skills and undertake responsibilities which will fulfil the purpose of the role and support the success of the organisation
- Deputise for Head of Funding Development when required
- Participate in and contribute to internal and external meetings
- Provide reports for HFD and senior staff and management as required
- Ensure that work is carried out in accordance with Scottish Refugee Council's values, equality aims, policies and procedures
- Undertake any other appropriate duties as required
- Travel to other locations as required

# Person Specification – Fundraising Manager



Quality	Essential	Desirable
Education and Training	<ul style="list-style-type: none"> <li>• Educated to higher level (in PR, Fundraising, or any related field)</li> <li>• 3-5 years of fundraising and/or sales or marketing experience</li> </ul>	<ul style="list-style-type: none"> <li>• Member of Institute of Fundraising</li> </ul>
Job Experience and Skills	<ul style="list-style-type: none"> <li>• Experience of managing relevant fundraising portfolios.</li> <li>• Experience of managing a diverse team, including setting objectives and monitoring progress</li> <li>• Excellent project, organisational and planning skills and experience</li> <li>• Demonstrable experience of account managing corporate partnerships worth £30,000+ from lead identification and pitching, to deal closure, and meeting and exceeding financial targets.</li> <li>• Able to network within companies at a senior level, with demonstrable business judgment and a thorough understanding of corporate fundraising techniques.</li> <li>• Demonstrable experience of drawing up contracts and partnership agreements</li> <li>• Experience of organising and running successful events/campaigns.</li> <li>• Experience developing high value relationships with donors with a track record of success in soliciting 5 figure gifts and building up a network of contacts</li> <li>• Demonstrable substantial experience of proactively identifying fundraising opportunities and delivering growth either through a community, major giving or corporate background</li> <li>• Knowledge of the charity sector and charity fundraising disciplines</li> <li>• Understanding and experience of fundraising databases</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of refugee issues</li> <li>• Experience of CRM databases for fundraising purposes</li> <li>• Fundraising Marketing experience</li> <li>• Knowledge of current individual, community and corporate fundraising trends</li> </ul>

# Person Specification – Fundraising Manager



	<ul style="list-style-type: none"><li>• Demonstrable experience of managing the development / developing fundraising digital communications and materials</li><li>• Demonstrable experience of presenting to supporters of all types (from Chief Executives, event committees, clubs and societies and local companies) to retain, grow and secure their long-term support</li><li>• Demonstrable experience of strategy, KPI, and budget development and monitoring their delivery</li><li>• Experience of financial management and planning, producing budgets and reports which enable effective evaluation and monitoring of fundraising income.</li><li>• Understanding and experience of fundraising databases and report writing tools</li><li>• Systematic and thorough approach with excellent attention to detail</li><li>• Ability to work in a fast-paced environment, able to problem-solve, to multi-task and effectively handle changing priorities whilst meeting established timelines</li><li>• Demonstrable experience of working remotely or autonomously towards a shared strategy and objectives</li></ul>	
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# Person Specification – Fundraising Manager



<p>Personal Qualities</p>	<ul style="list-style-type: none"><li>• Professional integrity with a developed awareness of potential ethical conflicts and dilemmas</li><li>• Ability to motivate donors, volunteers and staff, through good pitching and having passion for the mission of the organisation</li><li>• Enterprising, with strong leadership and decision-making skills, thriving when influencing and persuading others</li><li>• Outgoing personality and ability to initiate and enjoy direct communication with donors and potential donors</li><li>• Able to project a positive, smart and professional image</li><li>• Expects the best from self and others; leading the organisations to higher performance</li><li>• Knows how to cultivate perseverance in self and others setting long term goals and realistic benchmarks to measure success</li><li>• Flexible approach to working hours including occasional weekend hours</li></ul>	
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