

**JOB DESCRIPTION**

**FUNDRAISING OFFICER**

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| Number of Hours: | Full-time (36 hours per week) |
| Salary Scale:  | £28,593 - £32,588 (SCP 14 - 19) |
| Accountability of post: | The post holder will be line managed by and accountable to the CEO of Circle for the performance of the tasks listed below |
| Main purpose: | * To maximise income with a focus on charitable trusts and foundations grant funding
* To raise the profile of Circle with a focus on internal and external communications and social media content
* To work in partnership with colleagues across Circle in the development of fundraising projects and activities
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| Location of post: | Head Office, Edinburgh (Hybrid working an option) |

**MAIN TASKS & RESPONSIBILITIES:**

**Fundraising**

1. Play a key role in the development and implementation of Circle’s fundraising activities around trusts and foundations, to significantly increase our income
2. To work with the management team to develop new trust and foundation income streams for project development and core costs
3. To maintain positive relationships with trusts and foundations, making timely applications and re-applications, and to work with the Head of Operations and Project Managers to write timely reports for funders
4. Support Circle’s grant funding process by liaising with projects, gathering relevant data and contributing to a range of grant applications
5. Contribute to the development and upkeep of the fundraising database and maintain complete and accurate records relating to fundraising, marketing and communications activities, and report on their performance on a regular basis to the management team as required
6. To support the CEO and Circle Management Team to coordinate and develop the Income Generation Strategy and Action Plan
7. To support the CEO and Circle Management Team to develop and implement a Communications and Marketing Strategy
8. Any other fundraising and communications duties as required
9. To attend supervision, team meetings, management meetings and staff development days as required
10. To work closely with the Circle CEO, Management Team and Events Officer to assist with the development and implementation of Circle’s overall communication strategy
11. To work closely with the Circle CEO, Management Team and Events Officer to lead on the development of social media fundraising opportunities
12. To work closely with the Events Officer to develop positive internal relationships with Circle staff and projects that enable formulation and dissemination of insightful, inspirational and motivational charity content to increase awareness of Circle’s work across all social media platforms such as Facebook, Instagram, LinkedIn and Twitter
13. To work closely with the Events Officer to manage the busy external communications calendar and ensure we are delivering high quality and engaging content for the Circle website, quarterly newsletters and other external communications

*With consultation, amendments may be made to your job description from time to time in relation to our changing needs and your own ability.*



**PERSON SPECIFICATION**

**FUNDRAISING OFFICER**

**KNOWLEDGE & EXPERIENCE**

***Essential***

1. Experience of contributing to the writing of successful trust and foundation proposals
2. Experience of contributing to successful trust and foundation relationships and initiatives
3. Experience of contributing to successful funding proposals
4. Experience of fundraising databases
5. A good working knowledge of Microsoft Word, Excel, PowerPoint, Outlook and various social media platforms

**SKILLS, ABILITIES & APTITUDES**

***Essential***

1. Excellent written, communications and organisational skills
2. Ability to effectively promote the work of Circle within and outside the organisation
3. Ability to manage a demanding workload and meet deadlines
4. Ability to develop good working relationships with colleagues and external stakeholders
5. Ability to manage and prioritise own workload

**ATTITUDES**

***Essential***

1. Commitment to the values of Circle
2. Commitment to anti-oppressive and discriminatory practice
3. Commitment to continuing professional learning and development