



JOB DESCRIPTION

Fundraising Officer

Post Title: Fundraising Officer

Contract Type: Permanent

Hours: Full Time 36 Hours per week

Salary Scale: £30,334 – £34,573 per annum (FTE), Scale Point 14-19

Location: Circle Head Office, 18 West Pilton Place, Edinburgh

Flexible Working: This is an office based role, with flexibility to work from home in line with organisational requirements and deadlines

Accountable to: Chief Executive Officer

Driving Licence and Own Car Required: Not essential, but beneficial given the geographical spread of services and requirement to spend time in the projects

Purpose of the Role

The Fundraising Officer will play a significant role in maximising income and raising awareness of Circle's work supporting children and families across Scotland. This post has two core functions:

- To increase income by researching, developing, and submitting compelling funding applications to charitable trusts and foundations, grounded in a deep, first-hand understanding of Circle's work.
- To raise Circle's profile by delivering high-quality communications and social media content that authentically reflects the lived experiences of children, families, and staff across Circle's services.

Collaborating closely with managers, frontline staff and where appropriate, engaging with families, is essential to develop a rich and authentic understanding of Circle's work, impact, and values. Writing strong and

successful funding applications for Circle requires immersion in the work the charity undertakes with children and families, and a high level of curiosity, and relationship-building. Funding applications, reports, and communications must be informed by direct engagement with projects and practice, ensuring they are not written in isolation or without meaningful understanding of the services being delivered and the families being supported.

The postholder will work closely with the CEO, Management Team, and colleagues across Circle's projects to develop new fundraising initiatives, manage existing funder relationships, and deliver communication strategies that genuinely reflect Circle's practice and impact.

Key Responsibilities

1. Trusts and Foundations Fundraising

- Develop and implement an ambitious trusts and foundations fundraising plan to increase income for both project and core activities.
- Maintain a strong on-the-ground presence within Circle's projects, regularly spending time with Project Managers, frontline staff, and, where appropriate, families, to ensure a deep understanding of service delivery and outcomes.
- Research potential funding opportunities and maintain a pipeline of prospective trusts and foundations aligned with Circle's strategic priorities and current project activity.
- Prepare and submit high-quality written funding applications, proposals, and reports that are rooted in first-hand knowledge of Circle's projects, outcomes, and lived experience.
- Build and nurture long-term relationships with existing and potential funders, ensuring timely stewardship, acknowledgement, and meaningful feedback.
- Liaise closely and continuously with the CEO, Head of Operations, and Project Managers to gather qualitative and quantitative information, case studies, and learning for use in funding applications and impact reporting.
- Ensure families' voices and experiences are represented ethically, accurately, and sensitively within funding applications and reports, in line with safeguarding and data protection requirements.
- Monitor grant progress, ensuring compliance with funder requirements and internal reporting deadlines.

- Maintain comprehensive and accurate records of all fundraising activity using the fundraising database, producing regular progress reports and performance insights for the Management Team.

2. Communications and Marketing

- Support the CEO and Management Team in implementing Circle's Communications and Marketing Strategy to raise awareness and engagement.
- Develop communications and marketing content that is informed by direct engagement with projects, drawing on real stories, outcomes, and insights gathered through time spent with staff and families.
- Coordinate the production of Circle's quarterly newsletters, annual reports, case studies, and other publications, ensuring consistent branding, tone, and authenticity.
- Work collaboratively with the Events and Communications Officer to ensure consistent messaging across campaigns, fundraising events, and public communications and social media.
- Manage the external communications calendar, ensuring a planned and initiative-taking approach to digital and print communications that reflects current project activity.

3. Internal Collaboration and Organisational Development

- Work closely and proactively with staff across Circle's projects, spending time within services to identify stories, data, learning, and outcomes that can be used for funding bids, communications, and campaigns.
- Build trusted, respectful relationships with Project Managers and frontline teams, ensuring fundraising and communications are informed by practice reality and organisational learning.
- Promote a culture of fundraising and communications engagement across the organisation, encouraging staff to contribute ideas, insights, and stories.
- Support staff training and awareness around the role of fundraising and communications in achieving Circle's mission, helping colleagues understand how their work contributes to income generation.

Contribute to organisational planning, monitoring, and evaluation activities, ensuring fundraising and communications priorities align with Circle's overall strategy and service delivery.

4. General and Administrative Duties

- Attend regular supervision sessions, team meetings, management meetings, project meetings, and staff development days, including time spent within project settings.
- Ensure all work complies with relevant legislation and best practice, including data protection, ethical fundraising standards, and safeguarding requirements.
- Represent Circle at relevant external meetings, networks, and events as required.
- Undertake any other duties as requested by the CEO or Management Team.
- Contribute to a positive, inclusive, and collaborative working culture within Circle.

This job description is not exhaustive and may be amended in response to organisational needs. The postholder is expected to undertake any other duties appropriate to the level and nature of the post.

Person Specification

Knowledge and Experience

Essential

- Proven experience of developing or contributing to successful trust and foundation funding applications, informed by close engagement with service delivery and colleagues.
- Demonstrated ability to manage and maintain funder relationships.
- Experience of collaborating closely with colleagues across different roles to gather information, insight, and evidence for funding applications and reports.
- Experience using fundraising or CRM databases to manage donor information and reporting.
- Ability to analyse and communicate complex data and lived experience to varied audiences.
- Experience producing compelling written materials grounded in real practice for funders, supporters, and the public.
- Strong IT skills, including proficiency in Microsoft Office and other packages such as Canva, Power BI, Salesforce.

Desirable

- Knowledge of digital marketing, social media management, and website content management systems.
- Experience of fundraising in a charity or voluntary sector environment.
- Experience of monitoring and evaluating project outcomes and communicating impact.
- Experience of working directly with vulnerable groups or within a social care or community setting.
- Knowledge of the Scottish charitable sector and current fundraising trends.

Skills and Abilities

- Exceptional written communication skills with the ability to craft clear, persuasive, and authentic narratives grounded in lived experience.
- Strong organisational skills with the ability to manage multiple priorities and meet tight deadlines.

- Willingness and ability to work in a hands-on, relational way, spending regular time within project settings and building trusted relationships across the organisation.
- Analytical and strategic thinking skills to identify opportunities and overcome challenges.
- Creative approach to storytelling and visual communications.
- Confidence in managing social media channels and using analytics tools to track performance.
- Ability to work independently and take initiative while remaining a visible, collaborative member of the team.

Attitudes and Values

- Commitment to the vision, mission, and values of Circle.
- Commitment to equality, diversity, inclusion, and anti-oppressive practice.
- Empathy and respect for the lived experiences of children and families supported by Circle.
- Hands-on, proactive, and relational approach to work. Willingness to learn, develop professionally, and adapt to changing circumstances.
- Passion for making a difference in the lives of children and families.