



## 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

**Hybrid Working Available:** This is an office based role with flexibility to work from home in line organizational requirements and deadlines

**Accountable to:** Chief Executive Officer

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

### Purpose of the Role

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

- To increase income by researching, developing, and submitting compelling funding applications to charitable trusts and foundations.
- Have a key role in securing significant income for Circle by identifying, developing, and submitting high-quality bids and tender applications to statutory bodies, commissioning authorities, and large-scale funders.
- To raise Circle's profile by delivering high-quality communications and social media content that engages supporters, funders, and the wider public.

The postholder will work closely with the CEO, Management Team, and colleagues across Circle to develop new fundraising initiatives, manage existing funder

relationships, and deliver effective communication strategies that reflect Circle's values 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.
- Research potential funding opportunities and maintain a pipeline of prospective trusts and foundations aligned with Circle's strategic priorities.
- Prepare and submit high-quality written applications, proposals, and reports that demonstrate Circle's impact and value to funders.
- Build and nurture long-term relationships with existing and potential funders, ensuring timely stewardship, acknowledgement, and feedback.
- Liaise closely with the CEO, Head of Operations, and Project Managers to gather project information, data, case studies, and outcomes for use in funding applications and impact reporting.
- 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.
- Contribute to the development and delivery of Circle's wider Income Generation Strategy and Action Plan.

### 2. Bid Development and Tender Writing

- Identify, research, and assess tender opportunities, commissioned services, and large-scale funding opportunities aligned with Circle's strategic priorities.
- Lead the development and submission of high-quality bids, tender applications, and partnership proposals.
- Coordinate the bid development process across departments, gathering evidence, data, and operational insights from Project Managers and service teams.
- Develop compelling narratives that clearly articulate Circle's impact, service model, outcomes, and value for money.
- Ensure all bids clearly demonstrate the organisation's strengths in delivering services for children and families.
- Maintain a forward-looking pipeline of tender opportunities and funding prospects.

- Monitor procurement portals and funding platforms to identify relevant opportunities.
- Ensure bids meet all requirements, submission criteria, and deadlines.

### 3. Internal Collaboration and Organisational Development

- Work closely with staff across Circle's projects to identify stories, data, and outcomes that can be used for funding bids, communications, and campaigns.
- Work with the Communications Officer to support a culture of fundraising and communications engagement across the organisation, encouraging staff to contribute ideas and stories.
- Support staff training and awareness around the role of fundraising and communications in achieving Circle's mission.
- Contribute to organisational planning, monitoring, and evaluation activities, ensuring fundraising and communications priorities align with Circle's overall strategy.

### 4.. General and Administrative Duties

- Attend regular supervision sessions, team meetings, management meetings, and staff development days.
- 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 may reasonably be 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 tenders, bid, trust and foundation funding applications.
- Demonstrated ability to manage and maintain funder relationships.

- Experience using fundraising or CRM databases to manage donor information and reporting.
- Ability to analyse and communicate complex data and information to varied audiences to produce reports and other communication materials.'
- Experience producing compelling written materials for different audiences, including 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 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 impactful narratives.
- Strong organisational skills with the ability to manage multiple priorities and meet tight deadlines.
- Analytical and strategic thinking skills to identify opportunities and overcome challenges.
- Ability to work collaboratively across teams and build positive working relationships with colleagues and external partners.
- 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 being an active member of a 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.
- Proactive, positive, and flexible 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.