

## Job Description

<b>Title</b>	Fundraising Officer – Trust & Foundations
<b>Line Manager</b>	Fundraising Manager
<b>Line Manages</b>	No line management. Can supervise volunteers
<b>Salary</b>	Band 4   £25,803 - £29,028
<b>Location</b>	Calman Cancer Support Centre, 75 Shelley Road, Gartnavel Complex, Glasgow G12 0ZE. (Role is currently home based due to restrictions)
<b>Contract</b>	Permanent
<b>Hours</b>	35 hours per week
<b>Annual Leave</b>	35 days leave per year inc bank holidays
<b>Budgetary responsibility and accountability</b>	Working as part of the Fundraising Team to deliver an overall team target of circa £600K per annum. Responsibility for personal target for Trusts and Foundations.

### About Cancer Support Scotland:

For more than forty years, Cancer Support Scotland have helped people **live well with cancer**. Our purpose has always been to improve the wellbeing of those affected by cancer.

We are here for anyone affected by cancer, whether they are a person with cancer, a carer or loved one. Our wellbeing services range from professional one-to-one and digital counselling, stress management, 'HereForYou' phone calls and self-help tools, to simply offering a tranquil place to collect your thoughts with a cup of tea.

In the last year Cancer Support Scotland has offered over **7,000** appointments and demand for our services is continuing to rise.

Our staff are currently based from home and will return to the Calman Centre in Glasgow when restrictions ease, and our volunteers work across Scotland.

### Our Values:



Founded by former Chief Medical Officer and Oncologist, Professor Sir Kenneth Calman, we remain a strong values-based organisation.

We will put people affected by cancer at the heart of what we do. Take care of the wellbeing of those affected by cancer. Treat everyone with kindness and respect and ensure professionalism and excellence.

### **The Post:**

In this role you will effectively lead, deliver and grow a robust pipeline of Trust & Foundations income. You will lead in the development of a Trust & Foundations fundraising plan that engages, retains, and reactivates funders and deliver a best-in-class stewardship experience.

You will manage all Trusts and Foundations applications; via tailored approaches and relationship building in line with Cancer Support Scotland's fundraising strategy, you will also be responsible for report writing and keeping funders up to date of the impact of their gifts. You will report to the Fundraising Manager and together build a first-class journey for all key funders to secure vital income for the organisation.

### **Key Responsibilities**

#### **Trusts & Foundations**

- To deliver a quality trust fundraising programme to reach annual income targets
- To effectively manage a trust & foundations pipeline; continually reaching and identifying new opportunities for funding
- To develop a high calibre of persuasive applications to trusts, foundations and other sources
- To work collaboratively across the organisation to scope and define projects

#### **Reporting & Data Management**

- To ensure day to day operations such as income monitoring, evaluating and reporting are carried out to a high standard
- To ensure all records within database are kept up to date and consistent
- To fulfil all grant monitoring requirements from funders such as end of grant reports and evaluations
- Use insight and analysis from previous applications to focus and develop the correct approaches with outputs of increased value and longevity
- Contribute to monthly income report and quarterly reporting for the Board.
- Ensure donations are allocated correctly and promptly thanked
- Collaborate with Finance team to ensure timely allocation and processing of all awarded income
- Provide in depth analysis of all applications, including income forecasting to ensure a secure income stream
- Work with the Fundraising Manager to report on the agreed KPIs
- Manage data for all Trust and Foundation applications from a wide range of sources across the organisation

### General Responsibilities

- Adhere to highest standards of Fundraising Practise
- Ensure all activity complies with GDPR legislation
- To attend internal and external meetings representing Cancer Support Scotland as required
- To attend occasional out of hours' meetings or events
- Work effectively and collaboratively with colleagues across departments
- Keep up to date with changes to tax implications & legislation around charitable giving
- To operate within the policies and procedures set out by the organisation
- To provide support to volunteers and assist with training, as required

### Personal Specification

	<b>Essential (E) / Desirable (D)</b>	<b>Assessment Method</b>
Qualifications	<ul style="list-style-type: none"> <li>• Evidence of continuing professional development (E)</li> <li>• Full Clean Driving Licence (D)</li> <li>• Qualification in creative writing or similar subject (D)</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of working in a fundraising environment, Minimum 2 Years (D)</li> <li>• Experience using online content management systems and fundraising related Customer Relationship Management Systems (E)</li> <li>• Experience of meeting and measuring key performance indicators to meet and exceed income targets, Circa £600k. (E)</li> <li>• Experience of donor engagement and stewardship (E)</li> <li>• Experience of developing compelling and persuasive applications / case for support (E)</li> <li>• Experience of working effectively in a team and leading on own initiative (E)</li> <li>• Experience of working collaboratively to gather information and develop proposals accordingly (E)</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Excellent organisational skills, including ability to manage multiple tasks and projects and meet tight multiple deadlines (E)</li> <li>• Excellent written, oral and social media communication skills (E)</li> <li>• Ability to work on own initiative and to meet deadlines (E)</li> <li>• Ability to problem solve and find creative solutions (E)</li> <li>• Attention to detail and to seek the highest standards (E)</li> </ul>	<ul style="list-style-type: none"> <li>• Application</li> <li>• Interview</li> </ul>

	<ul style="list-style-type: none"> <li>• Knowledge of regulations related to trust / foundations fundraising (D)</li> <li>• Ability to distil large amounts of information into concise yet effective explanations. (E)</li> <li>• Understanding of the Scottish funding landscape. (E)</li> <li>• Understanding of outcomes-focused models. (D)</li> <li>• Effective research and analytical skills. (E)</li> <li>• Ability to match prospective funders with 'best fit' projects. (D)</li> </ul>	
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### Benefits

- Access to learning and development opportunities
- Supportive sick leave policy
- Wellbeing Health Benefits: access to supervision for all staff
- 35 Days Annual Leave, Increasing 1 day per full year up to 5 years
- Flexible Working

### Requirements of this role are;

- PVG Check (Paid for by Cancer Support Scotland)
- Two Professional references
- 6 Month probationary period
- Participation in all staff training & meetings
- Requirement to wear relevant PPE and adhere to social distancing guidelines as appropriate and in line with guidance from the Scottish Government.
- Adhere to all of Cancer Support Scotland's guidance, policies and procedures.

This job profile is not exhaustive. The duties of the post holder may be reviewed from time to time and the employee may be called upon to work in other locations out of hours by Cancer Support Scotland.

### How to apply

You can apply by submitting a tailored covering letter and two-page C.V to: [emma.connor@cancersupportscotland.org](mailto:emma.connor@cancersupportscotland.org) by 12noon on Monday 12<sup>th</sup> July 2021 with interviews being held via Zoom on Monday 19<sup>th</sup> July 2021.