



## JOB DESCRIPTION and PERSON SPECIFICATION

### 1. JOB IDENTIFICATION

Job Title: Central Belt & South Scotland Community Fundraising Manager

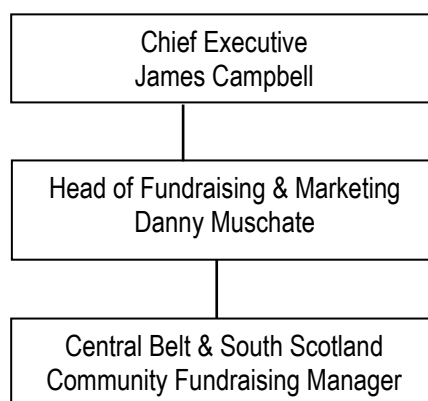
Department: Fundraising

Place of work: Central Belt TBC

### 2. JOB PURPOSE

The purpose of this role is to lead and develop income-raising partnerships with churches, support groups, community groups, individual and major donors to increase financial support for our life transforming work.

### 3. ORGANISATIONAL POSITION



### 4. ORGANISATION OBJECTIVES

With its head office in the Highlands of Scotland, Blythwood Care is transforming the lives of children and adults in Europe, Africa and Asia. Education is one primary goal, giving disadvantaged children and young people the opportunity to fulfil their potential. Community is another, with projects that extend help to people marginalised by poverty or prejudice.

Both are practical expressions of the Christian beliefs which have motivated this organisation for more than 50 years. Blythwood shares the gospel at every opportunity, believing that it is for everyone – *For God so loved the world, that he gave his only son, that whoever believes in him should not perish but have eternal life.* (John 3:16) Blythwood assists Christians and non-Christians alike, believing that everyone is precious in God's sight.

## 5. MAIN TASKS, DUTIES AND RESPONSIBILITIES (percentages are approximate)

### Identify and pursue income-raising partnerships in line with the job purpose

- Build long-term relationships that increase our visibility and maximise our income.
- To do presentations in churches to increase support through prayer, income, fundraising groups and volunteers including speakers (see below)
- To do presentations to schools to promote the Shoe Box Appeal, Schools Enterprise Challenge and other ways of engagement (see below)
- To make connections with corporates and local businesses to engage support through donations, including potential grants, and volunteering
- To achieve income targets in line with Fundraising Plan
- To research current and future donors
- To prepare regular management information reports, including performance against targets
- Maintain and update our database with correspondence and research
- Organise and manage cost effective income raising events
- To seek appropriate engagement with churches to partner with project summer camps

### Increase engagement with the Shoe Box Appeal in Scotland

- To enthuse local volunteers to promote our work within churches, schools, businesses and secular groups.

### Support a growing network of volunteers, recruiting, training and supporting them

- To recruit, train and mobilise volunteers as appropriate e.g. speaker, fundraising group, church rep, who will help us to achieve targets.

### To ensure all fundraising complies with the Code of Fundraising Practice and The Fundraising Guarantee

## 6a. EQUIPMENT AND MACHINERY

In the course of your job you will operate/use a

- laptop
- projector
- telephone/mobile phone

## 6b. SYSTEMS

- Our CRM fundraising database (Donorfy)
- Microsoft Office Suite including Word, Excel, Outlook, PowerPoint etc.

## 7. ASSIGNMENT AND REVIEW OF WORK

- Work under supervision of Head of Fundraising & Marketing while using own initiative
- Regular One-to-One and Team Meetings
- Annual Performance Review

## 8. COMMUNICATIONS AND RELATIONSHIPS

### Within Blythswood Care

- Executive Management Team
- Senior Management Team
- Fundraising team
- Volunteer Manager
- Blythswood colleagues who handle supporter communications into and out of the organisation
- Staff overseas regarding projects

### Outwith Blythswood Care

- Major donors
- Churches, church leaders and church organisations
- Support Groups
- Schools
- Community groups
- Business leaders
- Locally-based volunteers

At all times present a professional image to the public, donors, beneficiaries, volunteers and other employees.

## PERSON SPECIFICATION

Training is provided and ongoing in all aspects of the position

## 9. QUALIFICATIONS

Essential

Educated to Highers level or equivalent

Preferred

Educated to Degree level or equivalent  
Postgraduate qualification in a relevant field e.g. fundraising, marketing or management

## 10. EXPERIENCE/COMPETENCE

Essential

- A successful track record of key account management, working in a sales or customer facing environment
- Experience of fundraising in a paid/voluntary role
- Experience of event organising
- A love for people from all backgrounds and the ability to build relationships with ease on the telephone and face-to-face
- Excellent organisational and planning skills and ability to work to multiple deadlines
- Self-motivated, capable of working as part of a team, cross-team and independently
- Ability to analyse data
- Proactive initiative with the ability to make appropriate decisions without referral
- Good negotiating skills with a proven ability to manage external partners
- Confident and engaging public speaker
- Microsoft Office Word/Excel/PowerPoint at Intermediate level

Preferred	<ul style="list-style-type: none"> <li>• Excellent written English with a flair for writing copy and presenting information in an easily accessible format for different audiences</li> <li>• Experience of managing volunteers</li> <li>• Experience of using Donorfy or a similar CRM database</li> </ul>
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### 11. SKILLS / KNOWLEDGE

Essential	<ul style="list-style-type: none"> <li>• We're looking for a relational person to nurture a group of donors to help us increase financial support for our work</li> <li>• The role demands a high attention to detail</li> <li>• Full Driving Licence</li> </ul>
Preferred	<ul style="list-style-type: none"> <li>• Able to undertake occasional UK and travel overseas as may be occasionally required (trips typically last up to 7 days)</li> </ul>

### 12. OTHER REQUIREMENTS

- Knowledge of the Christian faith and the biblical basis of our work
- An understanding of different Christian church denominations and how best to communicate with individuals from them
- Exceptional ability to relate to and develop constructive relationships with people from all backgrounds
- Ability to inspire, motivate and lead others
- Ability to remain focussed under pressure
- Progressive attitude to learning and an ongoing willingness to adapt and change in line with the evolving nature of the organisation
- Scrupulous personal hygiene and professional appearance

The list of main tasks, responsibilities and duties in Section 5 is not intended to be exhaustive. It highlights major tasks of the post. It may be necessary for the Central Belt & South Scotland Community Fundraising Manager to undertake additional duties which might reasonably be expected within the post and which form part of the function of the post.

All Job Descriptions will be subject to review on an annual basis or as a result of

- a change of strategic management
- changing team/operational requirements
- agreed staff development and appraisal needs and objectives

### 13. JOB DESCRIPTION AGREEMENT

I agree that the above Job Description is an accurate reflection of my duties and responsibilities at the date of signing.

Job Holder's Name (please print): .....

Job Holder's Signature: .....

Manager's Name (please print): .....

Manager's Signature: .....

Date: .....

Date: .....