



## **Job description**

### **Fundraising Officer**

<b>Reports to:</b>	Chief Executive
<b>Department:</b>	Fundraising Team
<b>Salary range:</b>	£22-25k
<b>Contract Period:</b>	Permanent
<b>Hours:</b>	35 hours per week
<b>Location:</b>	Flexible

### **The Organisation**

Cosgrove Care was established in 1960 in Glasgow by a parent who saw the need for specialist support for her disabled child at a time when families had no right to support, and children did not have access to education. The charity has grown to support over 250 children, adults and older adults today across West Central Scotland.

We believe in a social model of disability and our mission and values embrace an inclusive and accessible way of working.

The organisation is a medium sized charity, with a strong Board of Trustees and a team of over 135 staff and 200 volunteers. The organisation has an established donor database and ambitions to broaden and expand support.

Cosgrove provides a range of services covering children's services, supported employment, intensive home support and care at home and family support for children, adults and older adults with a range of additional needs.

## **Main purpose of post**

This is an exciting opportunity to work closely with the Senior Management Team and the fundraising team of an ambitious, growing charity to assist with the delivery and implementation and delivery of the fundraising strategy. This will bring fundraising skills, knowledge and experience to an environment that will encourage and support the post holder's ideas.

The Fundraising Officer will play a key part in the success of our annual fundraising programme by researching the areas of revenue generation related to Trusts & Foundations then helping with the bid applications to establish a strong pipeline of income to support Cosgrove's future work.

You will enjoy developing strong relationships and have excellent communication and problem-solving skills. You will be a confident communicator with a track record of meeting and exceeding financial targets

As the role requires working outside regular office hours from time to time, the hours of work can be worked flexibly to meet the requirements of the role, including varying hours of work and home working. Please don't be afraid to speak to us about this at the interview stage, so we can explore what's possible.

## **Key tasks**

1. To work with the CEO and Fundraising Team to ensure the organisation's fundraising strategy is implemented to achieve annual income targets.
2. Initiate and build relationships with new and existing funding bodies, matching potential funding opportunities to specific services, project and activities within Cosgrove.
3. To prepare detailed, accurate and inspiring grant funding applications and bids in line with funding guidelines and policies.
4. To plan ahead to ensure applications and bids are submitted in advance of any deadlines whilst maintaining some flexibility to respond to unexpected opportunities.
5. To be a key member of Cosgrove's Fundraising Team supporting the delivery or organisational targets and contributing to the delivery of the Fundraising Strategy.
6. To oversee the fundraising database to manage ongoing proposals and report on progress to the CEO and Board as required.
7. To prepare and submit evaluation reports to funders according to specific deadlines.

8. To work closely with other Fundraisers to develop relationships with businesses, community groups and individuals, to maximise support and achieve annual income targets.
9. To ensure all donors are given the highest level of customer care and that all enquiries and requests are responded to quickly and effectively.
10. To raise awareness of Cosgrove Care through local networking, social media and media channels.
11. To address external audiences and present Cosgrove's work for the purpose of promotion and gaining support.
12. To deliver funder communications, including social media, direct mail and personal contact.
13. To ensure Cosgrove's fundraising complies with fundraising, data protection and OSCR regulations.
14. To undertake any other tasks commensurate with grade.

## Person specification

Attributes	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Degree level qualification or equivalent level of experience.</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience working with fundraising database/software (eg Raisers Edge, Beacon, etc)</li> <li></li> </ul>
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>Minimum of 2 years' experience in a similar role for a not-for-profit organisation</li> <li>Experience of sourcing, developing, writing and submitting grant applications to funds, trusts &amp; foundations.</li> <li>Working knowledge of the funding environment particularly in the third sector in Scotland.</li> <li>Working knowledge of GDPR.</li> <li>Experience of networking and representing organisations externally.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of third sector funding regionally and nationally with a detailed understanding of the wider funding environment and changing trends in the sector.</li> <li>Representing the organisation at external meetings and events.</li> <li>Understanding of Cosgrove's work and its role within the social care sector.</li> <li>Experience of working in a small charity.</li> <li>Knowledge of creating a fundraising/development pipeline.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>Excellent, accurate and fluent writing skills.</li> <li>Completing report writing effectively and to deadlines.</li> <li>Ability to understand and generate budgets.</li> <li>Outstanding communication and interpersonal skills.</li> <li>Analysing data and reporting on results.</li> <li>Excellent IT skills including working knowledge of CRM systems.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Working on own initiative and also as part of a team</li> </ul>	
<p><b>Competencies</b></p>	<ul style="list-style-type: none"> <li>• Planning and organising, working with conflicting priorities to strict deadlines.</li> <li>• Relationship Development internally and externally.</li> <li>• Self-motivated with ability to work on own initiative and as part of a team.</li> <li>• Excellent attention to detail.</li> </ul>	