

**Job Title:** Fundraising Officer

**Responsible to:** Chief Officer

**Location:** Flexible/Home-based with occasional travel to our Angus-based offices

**Hours:** 21 per week (0.6 FTE)

**Salary:** £26,000 FTE (£15,600 pro-rata) + 10% employer pension contribution

## About the role

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The Fundraising Officer is a new role being introduced into Angus Citizens Advice Bureau. The role will be responsible for securing essential new income to ensure the development and long-term security of the Bureau's operations. The person we are looking for will be passionate about fundraising proposal development and bid writing, with a desire to make a positive impact to the people of Angus. Whilst you will have the support of the Chief Officer and any other relevant member of the team in gathering information to complete applications, this is a sole fundraising role so you need to be confident in working alone. You are welcome to base yourself in our offices in Angus, but we recognise this role is suited to flexible/homebased working, so we welcome applicants from across Scotland in our search for the best candidate.

## Job description

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### Key responsibilities

- > Develop and oversee a fundraising strategy/trust pipeline for the Bureau, working to an annual income target.
- > Identify and research additional income streams and work with the Chief Officer and other members of the team as appropriate to action.
- > Develop and prepare well-written and persuasive applications for both core and project funding to private charitable trusts, corporate foundations and lotteries.
- > Support the Chief Officer to fulfil the grant monitoring requirements from funders as appropriate and check progress against funding contracts.
- > Ensure compliance with any relevant Institute of Fundraising Codes of Practice and work with our Finance Officer and Chief Officer to ensure compliance with all accounting procedures for the recording of income, currently legislation and work within Angus CAB's policies and principles.
- > Explore the feasibility of local fundraising events and deliver these where appropriate.

The above job description is not exhaustive and is clarified to include broad duties inherent in the post as reasonable requested by the Chief Officer.

## Person specification

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### Knowledge, skills and experience

#### Essential

- > A good understanding of funding projects within the Third Sector
- > Experience and knowledge of multiple fundraising streams, particularly trusts and foundations
- > A track record of applying for funding applications of over £20K from trusts, foundations or lotteries
- > An understanding of the financial pressures facing Third Sector agencies
- > Ability to work to tight, multiple deadlines
- > Well-developed written and verbal communication skills with good attention to detail
- > Ability to interpret a resource need and translate this into a persuasive application
- > Be a self-motivated individual with good time management skills
- > Able to communicate with passion about the work of the Citizens Advice Service
- > Commitment to the ethos of the charity sector
- > Commitment to the Aims and Principles of the Citizens Advice Bureau.

#### Desirable

- > Qualified member of the Institute of Fundraising (Certificate or Diploma) or working towards
- > Knowledge of regulations related to trusts/foundations or lottery fundraising.

#### Additional requirements

**The Angus Citizens Advice Bureau is committed to equal opportunities both in service provision and employment.**

**Charity number: SC010051**

**Charity name: Angus Citizens Advice Bureau (SCIO)**