

**Job Profile**

**Role Title Fundraising Coordinator**   
**Department**  Central Support   
**Salary** £24,904 – £28,618   
**Working hours** 36.25 hrs per week (occasional evening or weekend working will be required)

**Location** Able to work from home and across various locations in Aberdeen/Aberdeenshire

**Why?** To support Aberdeen Foyer to achieve fundraising targets and ensure we are able to meet our social purpose of preventing poverty and youth homelessness

**What?** We are looking for a Fundraising Coordinator to help implement Aberdeen Foyer’s fundraising strategy, raising funds, and maintaining relationships with individuals, community groups and corporates.

**Key Competencies**

* Able to develop and deliver a creative programme of fundraising activities and events to maximise income to achieve fundraising growth and deliver against fundraising targets
* Able to form positive relationships locally with individuals, businesses, groups, and associations to deliver growth in income through active engagement and encouragement
* Provide stewardship support to our donors, funders, and corporate partners – building and maintaining relationships including thank you letters, updates, and invitations to events
* A compelling storyteller with the ability to motivate and influence others through presentations, conversations, and informal and formal written formats
* Able to track and accurately report income for all fundraising activities
* Understands needs and motivations of fundraising volunteers and able to oversee volunteering opportunities for fundraising.
* Support the development and implementation of a fundraising CRM, ensuring confidentiality and data protection compliance

**Behaviours**

* Passionate about to the work of Aberdeen Foyer, our mission, and values
* Confident communicator and excellent networker
* Proactive and highly organised, enjoys being able to prioritise and manage competing demands whilst retaining great attention to detail
* Solutions focused – resourceful and self-motivated
* Strong performance ethic, motivated by achievement of targets
* Sensitive to the needs of volunteers and donors and takes pride in delivering a great experience
* Models’ inclusive behaviour when interacting with people
* Good judgment and self-awareness; knows when to seek advice and guidance
* Committed to getting things done – results oriented
* Loves working as part of a team and collaborating with people on ideas

**Qualifications & Experience**

* Fundraising and or sales/marketing experience preferred
* Experience in and/or aptitude for managing projects
* Excellent verbal and written communication with exceptional attention to detail
* Excellent IT skills (MS Office, MS Teams, basic CRM)
* Experience of using digital platforms for fundraising would be advantageous
* Experience of working to financial targets
* Experience of developing and maintaining relationships with people from a wide variety of backgrounds
* Up-to-date knowledge and understanding of relevant fundraising legislation and good practice
* Full clean driving licence