



Aberdeen Foyer - Job Profile

Job Title:	Fundraising Co-ordinator
Responsible to:	Business Development Manager
Responsible for:	Volunteers as required
Hours per week:	25hrs
Location:	Currently to work from home in line with Scot Gov guidelines with longer term position at Aberdeen Foyer's main office in Aberdeen
Job Purpose:	To develop and implement a range of individual, community and corporate fundraising opportunities and an exciting virtual events programme to increase sustainable income for Aberdeen Foyer

Aberdeen Foyer is local charity that supports the most vulnerable young people and adults in Aberdeen City and Shire. We're a well-established and networked organisation with a fantastic team of people doing amazing things to help support people out of poverty and homelessness and into education/employability. At the heart of The Foyer we believe enabling people to move towards and into work actively supports a positive contribution to their own wellbeing and the wellbeing of their families and communities, reducing the impact of poverty.

We're looking to hire a Fundraising Co-ordinator for 25 hours a week who will work with the Business Development manager and communications to create, co-ordinate and deliver our fundraising campaigns.

We're a diverse and dynamic employer providing flexible working, support, guidance and development. Working for The Foyer means working in a fast paced, exciting and fun environment where no two days are the same. If you're a creative, flexible, motivated self-starter and share our belief that everyone has a right to a better future to improve and thrive, then this is the role for you.

Main Accountabilities

- Promote Legacy and In Lieu Of donations encouraging people to think about supporting the work of the Foyer in their will or ask for donations to Foyer rather than gifts
- Promote regular "giving" to individuals
- Support the recruitment and management of volunteers to help with events and fundraising
- Help build and maintain relationships with corporate businesses and manage opportunities for Charity of the Year/Staff fundraising
- Build relationships with community-based groups e.g. churches and rotary clubs

- Promote payroll “giving” to corporate contacts
- Liaise with Ending Youth Homelessness (EYH) Fundraisers group to support UK-wide events and campaigns
- Recruit a volunteer Committee/ 'Friends of the Foyer' group to carry out fundraising activity
- Lead on online fundraising e.g. The charity’s Christmas Appeal, coordinating with the Communications Manager and BD manager
- Organisation of online and when appropriate, physical fundraising events such as quiz nights, sleep outs and more
- Recruit and steward individual fundraisers for existing events e.g. Kiltwalk, Baker Hughes 10k, Great Aberdeen Run
- Set up recycling schemes (phones, tablets, computers)
- Ensure all fundraising activities are legal and compliant with laws associated to fundraising e.g. Scottish Fundraising Standards Panel, The General Data Protection Regulation (GDPR), Privacy and Electronic Communications Regulations, and Gambling Act 2005
- Represent Aberdeen Foyer in a professional manner within the community and attend networking events, meetings, forums, delivering high quality presentations as and when required
- Produce high quality communications in a timely manner to supporters, e.g. reports, letters
- Ensure that all individual and organisation supporter data is stored and maintained, compliant with associated fundraising legislation

Internal Liaison

- Develop and maintain good working relations by working collaboratively with internal stakeholders
- Participate fully in all relevant team/other identified meetings
- Identify and report any gaps in resources required to assist you in achieving successful outcomes for your work
- Seek opportunities to demonstrate the impact of your work with your line manager and the Communications Manager

External Liaison

- Develop and maintain good working relations by working collaboratively with external stakeholders
- Assist in the marketing of events and opportunities to interested agencies or partner organisations as required

Experience and key attributes

- Fundraising and or sales/marketing experience
- Significant work experience in a related field

- Experience of building strong working relationships with multiple stakeholders
- A confident communicator; oral and written
- Social media awareness and campaign experience
- Excellent spelling, grammar and punctuation skills
- IT literate including sound knowledge of Microsoft Office packages
- Able to take responsibility within own remit
- Strong organisational and project management skills
- Effective management of multiple several projects simultaneously
- Excellent at collaborating externally and working with internal departments
- Strong administration skills