**POPPYSCOTLAND & LADY HAIG POPPY FACTORY**

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| **Job Title** | Major Gifts/Trusts and Foundations Fundraiser |
| **Reporting To** | Head of Fundraising |

**Role Purpose:**

Responsible for securing significant income through Major Gifts, Charitable Grants, Trusts, Foundations and Non-statutory Funding Bodies, to fund general and specific projects. Researching and identifying appropriate funders, whose criteria match our needs, preparing cases for support and submitting compelling written bids and complex grant applications as appropriate and building positive ongoing relationships to maximize the possibility of repeat grants. Keep funders informed of our work and work with colleagues to identify priority work to support and develop a strong ‘Case for support’ with timescales and detailed budgets. Responsible for ensuring grants are received, payment schedules are adhered to and timely reporting is actioned.

**Key Responsibilities:**

Communications/Stakeholder Relationship Management

* Research and identify sources of income from statutory sources, grant-making trusts, corporate trusts, individual trusts and other Major Gift prospects.
* Prepare, write and submit compelling grant applications to charitable trusts and foundations and major gift prospects.
* To research, develop and submit high quality funding applications to Trusts and Foundations in relation to the relevant projects.
* To undertake appropriate presentations and activities in relation to our Trusts and Foundations applications.
* Nurture good relationships with existing and prospective donors, and develop and deliver excellent stewardship programmes.
* To liaise with all relevant internal and external bodies including The Royal British Legion, Legion Scotland and The Lady Haig Poppy Factory in the development and delivery of special projects.
* To represent Poppyscotland in a professional way that ensures appropriate communication with our supporters and stakeholders.

Data Administration/Analysis/Management and Financial Reporting

* To ensure all activities collect, maintain and manage organisational data in accordance with relevant legislation and Poppyscotland policies.
* Ensure all donations and grants are acknowledged in a timely manner.
* Track and report back on income raised against clearly defined targets and deadlines.

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| This job description reflects the current scope of duties and responsibilities of the role.  The post holder may be asked, and is expected, to undertake any other duties commensurate to the grade of the post.  As duties and responsibilities change and develop, this job description will be reviewed and may be subject to amendment. |

**GENERAL**

* To work in accordance with The Royal British Legion’s shared values of **Service; Collaboration; Passion; Excellence; Valuing our people** which underpins the fundamental beliefs and qualities of who we are and what we do.
* To be responsible for your own health and safety and that of your colleagues, in accordance with the Health & Safety at Work Act (1974) and relevant legislation, including reporting any health and safety hazard immediately you become aware of it.
* To work in accordance with the General Data Protection Regulations and Data Protection Act 2018.
* It is clear that due to the nature of the work of the Legion, the post holder may have access to material which is confidential. It is a condition of their contract of employment that they ensure that no confidential material is leaked from the department to unauthorised personnel.
* To implement the Equal Opportunities Policy into your daily activities. We are an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. All employees are required to work in accordance with the Equality Act (2010).

**PERSON SPECIFICATION**

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| **CRITERIA** | **ESSENTIAL / DESIRABLE** | | **HOW TO BE MEASURED** |
| **QUALIFICATIONS** | | | |
| Good Standard of School Education to Higher level | E | | Assessment/Interview |
| Degree level or equivalent | D | | Assessment/Interview |
| Institute of Fundraising Certificate or Diploma | D | | Assessment/Interview |
| **KNOWLEDGE & EXPERIENCE** | | | |
| Experience of a similar role or within a professional fundraising environment or equivalent experience in marketing, sales or business development. | E | | Assessment/Interview |
| Knowledge and experience of grants and foundations fundraising, and statutory applications | D | | Interview/Application |
| **SHARED VALUES AND BEHAVIOURS** | | | |
| **Service**  We support and serve. We are compassionate. We provide great customer care to all the people who come into contact with us. We are accountable and act with integrity.  **Collaboration**  We value working together and with partners to achieve shared goals. Through strong communication and support, we build trust with each other and treat everyone with respect and honesty.  **Passion**  We are passionate about our role and contribution. With a positive outlook we are resilient and committed to our work.  **Excellence**  We strive to be the best we can. We are effective and efficient. We are bold. We are open to new ideas and approaches, challenge each constructively and are willing to learn.  **Valuing our People**  We support, encourage and provide opportunities for all our people – ensuring we recognise and value everyone’s contribution. |  | Interview  Interview  Interview  Interview  Interview | |
| **SKILLS & ATTRIBUTES** | | | |
| Strong written and communication skills with the ability to create innovative and persuasive presentations and proposals to a range of audiences | E | | Interview/Application |
| Good research skills with the ability to spot an opportunity | E | | Interview/Application |
| Ability to develop and nurture good relationships with existing and prospective donors and internal and external stakeholders | E | | Interview/Application |
| Ability to work collaboratively | E | | Interview/Application |
| Excellent planning and project management skills, including the ability to deliver multiple priorities working to ensure deadlines are adhered to and accurate records maintained. | E | | Interview/Application |
| Good financial and budget management skills, including ability to forecast and provide accurate income and expenditure detail. | E | | Interview/Application |
| Confident MS Office user including the ability set up and use spreadsheets and effectively use databases. | E | | Interview/Application |