

## Fundraiser

### Job Description



**Responsible to:** Head of Resource & Development

**Job Summary:** Families Outside is the only national charity in Scotland that works solely to support families affected by imprisonment. Motivated by our vision and purpose, this post contributes directly to the sustainability and growth of Families Outside through the development and implementation of funding relationships to improve outcomes for families affected by imprisonment. The postholder will be an integral part of the Resource & Development Team.

Our core values guide how each of us works in our individual day to day job:

- We demonstrate the **integrity** to be honest, inclusive, respectful, and consistent, acting in the wider best interest of the families we support.
- We foster, build, and value **expertise** to ensure families access the best possible support, information, and practice.
- We exercise the **tenacity** to push for the positive change families deserve.
- We are genuine in our **compassion** to respect and value the worth of every individual.

**Salary points:** Families Outside scale points 24-28

**Hours:** 21 hours per week (negotiable)

**Location:** The base of this post is flexible within Scotland's Central Belt, with the expectation of a hybrid working model with travel when required.

Key outcomes	Tasks
<b>Support the sustainability and growth of Families Outside</b>	<p>Source fundraising to cover the cost of existing staff and resources, as well as the expansion required to fulfil Families Outside's Strategic Aims, as a priority.</p> <p>Work alongside Resource &amp; Development Team colleagues to identify and pursue ethical funding sources and compose funding bids that support the Strategic Aims of Families Outside.</p> <p>Research, identify, develop, and submit compelling, relevant funding applications to charitable trusts and funders.</p> <p>Develop and maintain relationships with funders and potential funders, including through the timely drafting and submission of comprehensive funding reports.</p> <p>Work across the organisation, particularly with our regional managers and Finance Manager to develop relevant funding applications for a range of projects and initiatives.</p> <p>Maintain and monitor a fundraising database, ensuring this remains up to date and accurate with key information on all funding sources, including deadlines and funding criteria.</p> <p>Provide regular verbal and written reports to the Head of Resource &amp; Development, on trends, forecasts, and key developments.</p>
<b>Increase the impact of Families Outside through income and fundraising methods</b>	<p>Monitor and analyse data and trends on the Families Outside case management database to prepare and submit monitoring reports to external stakeholders, and to inform fundraising activities for internal staff teams, specifically the SMT, and the Board.</p> <p>Maintain a good knowledge of Families Outside's activities and the sectors in which we operate, through engagement with the wider staff team, to ensure our approach reflects best practice and embraces opportunities for innovation.</p> <p>Support the development of meaningful measures of outcomes through a clear understanding of delivery model and family journey.</p>
<b>General tasks and responsibilities</b>	<p>Adhere to and maintain professional boundaries at all times by following Families Outside's organisational policies, working within the aims and objectives of the charity.</p> <p>Participate in staff meetings and in Families Outside events as required.</p> <p>Bring to the attention of the Head of Resource &amp; Development, or in their absence, the Chief Executive, any situation that may compromise the organisation's position.</p> <p>Actively engage in internal and external communications.</p> <p>Attend relevant and appropriate training courses.</p>

All staff are expected to undertake any other reasonable duties as required and appropriate to the role. All staff should seek support from their line manager when appropriate and necessary. Regular development sessions will be given, and the opportunity to debrief at other times will be paramount.

Additional duties will be to cover unforeseen circumstances or changes in work and will usually be compatible with the regular type of work. If an additional task or responsibility becomes a regular or frequent part of the job, it will be included in the job description in consultation with the post holder.

This post may be subject to a disclosure check carried out through Volunteer Scotland. A previous criminal record does not automatically prevent someone from qualifying for this post. Each case will be assessed on its own merits.

Person Specification - Selection Criteria	Essential	Desirable
<b>Previous Experience</b>		
Experience of working in Fundraising or Business Development	*	
Demonstrable experience of income generation	*	
Proven experience of relationship management	*	
Experience of working in a third sector organisation		*
<b>Knowledge</b>		
Excellent knowledge of the principles of fundraising	*	
Knowledge of the Institute of Fundraising Code of Practice in relation to Trust Fundraising		*
Some knowledge of the criminal justice system		*
<b>Skills and Abilities</b>		
Good negotiation, communication, and interpersonal skills	*	
Ability to understand and empathise with the needs of families affected by imprisonment	*	
Skills in information gathering, analysis, and interpretation	*	
Excellent organisational skills, including ability to work on own initiative and to manage and prioritise workloads effectively	*	
Ability to work independently and as part of a team, with excellent formal and informal verbal communication skills	*	
Computer literate, including experience with databases with excellent written skills to prepare and present high impact proposals and to correspond professionally	*	
<b>Personal Qualities</b>		
Understand and demonstrate commitment to the aims and values of Families Outside	*	
Adaptable, respectful, honest, punctual, and trustworthy	*	
Self-aware, regularly reflecting on your work and its impact on target audiences	*	
Non-judgemental, approachable, reliable, level-headed, and able to maintain confidentiality and personal boundaries	*	
Willing to undertake relevant training, and commitment to personal development	*	

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