

SC008382

Job Description: Fundraising and Communications Officer

Positive Help provides practical support to adults and children affected by HIV and Hepatitis C in Edinburgh and the Lothians. Now in its 30th year there are exciting times ahead as the organisation develops its strategy for the future of supporting our community and being recognised for contributing to reducing the infection rates in the Lothians.

The Fundraising and Communications Officer will play a key role in developing the Fundraising and Communications Strategies of Positive Help. You will identify, generate and grow charitable income to underpin Positive Help services by managing a portfolio of Trusts, Foundations and Grant making bodies, creatively stewarding existing relationships and maximising future opportunities.

Working with the CEO you will develop the new Corporate Fundraising section and other areas of the Fundraising strategy. You will strengthen, develop and maintain the excellent relationships already built up with our current stakeholders and will develop this area of the Fundraising Strategy to link with the Communications Strategy to further enhance income and build awareness of the organisation as a whole.

Your storytelling will articulate the life-changing impact of our services and communicate the significance to funders, key stakeholders and the general public through a variety of media.

Being a member of a small staff team you will become an active part of the office ensuring that services are delivered through answering calls and actioning them when required. The postholder will need to develop a thorough understanding of the ethos and aims of the organisation and become knowledgeable and up-to-date about its services and developments.

Location: Positive Help office, 139 George Street, Edinburgh

Salary: £23,000 (pro rata)

Hours: Part time 21 hours per week. Flexible working hours. This is a permanent role with a probationary period of six months.

Main duties

- To implement the robust and dynamic fundraising strategy to meet fundraising targets agreed with the CEO.
- To build and manage excellent relationships with key contacts in trusts, foundations and other stakeholders.
- To build on the current programme of grant applications.
- To develop and submit compelling funding applications to trusts and foundations.
- To maintain accurate donor records on the Positive Help systems.
- To advance a programme of corporate and community fundraising.

- To coordinate occasional fundraising activities involving staff and volunteers.
- To assist with volunteer events and liaise with volunteers when required.
- To produce reports to funders, internal reports and external publications.
- To promote, publicise and increase the profile of Positive Help by carrying out effective marketing and communications by writing, editing, co-ordinating and publishing highly effective content and materials across various communication channels, including the website, social media, e-bulletins, emails and marketing materials.
- Occasional evening and weekend work will be required, including being part of an early evening 'on call' rota for the out of hours phone.
- To adhere to fundraising standards to ensure the fundraising activities of the charity are ethical and in line with Positive Help's policies.
- Assist in any other aspect of the work of Positive Help as reasonably required

Accountability

The Fundraising and Communications Officer will be accountable to Board of Trustees of Positive Help and responsible to the CEO.

Holidays

25 days pro rata plus allowance for public holidays

Pension

6% Employer contribution

Person specification

Experience

Essential

- Evidenced experience of successful funding applications to Trusts and Foundations
- Experience of working with a range of stakeholders
- Experience of working in an office environment
- Experience of Database administration
- Experience in use of social media
- Experience of writing for a variety of media formats

Desirable

- Experience of using Salesforce
- Experience of Corporate and Event fundraising
- Experience of managing websites and blogs

Knowledge and skills

Essential

- Excellent written and verbal communication skills with the ability to adapt communications to different audiences
- Excellent IT skills, in particular Outlook, Word, Excel and Powerpoint and effective use of databases
- Excellent attention to detail
- Good organisational and workload management skills with the ability to prioritise and manage a busy workload
- Effective interpersonal skills, with the ability to develop strong relationships with supporters and stakeholders
- Excellent negotiating and networking skills
- Ability to grasp new concepts quickly and having the confidence to implement them
- Effective research skills and the ability to analyse and use information from different sources
- Understanding of project budgeting
- Ability to work as part of a small team and contribute to the development of the organisation
- Ability to work with minimal supervision
- Empathy with the needs of people affected by HIV/AIDS and Hepatitis C and a commitment to the aims and objectives of Positive Help

Desirable:

- Experience in a marketing role
- Full Driving License

The Fundraiser will be expected to undergo a PVG check.