

EDINBURGH CITY MISSION – JOB DESCRIPTION

FULL-TIME (35 HOURS/ WEEK) FUNDRAISING MANAGER

Salary: negotiable depending on experience

The role of the Fundraising Manager is to research grant-makers, develop funding proposals and report back to grant-making Trusts and Foundations.

Edinburgh City Mission has a vision to “see people in Edinburgh experience God’s love and hear the amazing gospel” (Edinburgh City Mission’s vision). The Fundraising Manager will play a key role in furthering this vision by maximizing Trust and Foundation income for Edinburgh City Mission projects.

This position reports to the CEO (or the management team in his absence) who can make changes to the Job Description to fit the requirements of the organisation, in discussion with the post-holder.

The position is self-administering and requires an element of flexibility in terms of the shape and direction of the role. It also requires working some evenings and weekends (with time off in lieu).

The post-holder must be a committed Christian (see Occupational Requirement below).

FAITH-INSPIRED, CHURCH AND TEAM LIFE, AND COMMUNITY-CONNECTED

- Rely on God through personal prayer and Bible reading/ study
- Be committed to living and worshipping in, or near, Edinburgh
- Regularly participate in Edinburgh City Mission team meetings and devotions; share updates with the rest of the team regularly, actively and positively; and engage in team social media groups
- Be committed to Edinburgh City Mission’s values: love, generosity, unity, justice and innovation

RESPONSIBILITIES

- Maintain our database of existing Trusts, Foundations and special funds
- Research and identify new funding opportunities from Trusts, Foundations and special funds
- Prepare applications on behalf of Edinburgh City Mission, including obtaining stories from our outreach team and partner volunteers which can be shared with Trusts and Foundations
- Liaise directly with Trusts, Foundations and special funds (there is no administrative support)
- Create reports for funders
- Keep an up-to-date and accurate record of grants from Trusts, Foundations and special funds
- Schedule future applications according to the requirements of Trusts, Foundations, etc.
- Attend at least four City Vision prayer meetings a year, to share and pray with supporters

All employees are required to agree to follow our Adult Protection Policy and other policies.

OCCUPATIONAL REQUIREMENT (OR)

Edinburgh City Mission offer our services and support on a non-discriminatory basis as modelled by Jesus in the gospels, and in accordance with the Equality Act (2010).

It is essential that the Fundraising Manager is committed to the vision, doctrine and ethos of Edinburgh City Mission, sharing our core beliefs and values as they will represent the Mission to Trusts and Foundations and, possibly, other organisations.

All employees are required to agree to our Statement of Faith and Conduct.

On the basis of the above, we believe that it is appropriate to apply an Occupational Requirement to this position.

Personal Skills and Attributes	Essential	Desirable
Evidence of an infectious and growing personal faith in Jesus	✓	
Concern for those who are disadvantage or vulnerable	✓	
Minimum of two years' experience of preparing funding applications to Trusts and Foundations	✓	
Experience of working in the charity sector	✓	
Reliable, well-organised and able to prioritise well	✓	
Excellent time management skills	✓	
Excellent IT skills - particularly Excel, MS Office and databases	✓	
Strong written skills	✓	
Evidence of drive and initiative	✓	
A creative and lateral thinker	✓	
Professional, courteous, respectful and confident	✓	
Ability to take good decisions within established procedures	✓	
Active involvement in a local church and City Mission team life	✓	
Degree or similar standard of education, or willingness to study		✓