**Fundraising Officer**

Responsible to: Chief Executive Officer

Hours of work: 21 hours – up to 37.5 hours per week (flexible working available & considered)

Direct Reports: Volunteers

Base: Head Office, 33 Carnie Drive, Aberdeen (a blend of home working will be considered)

Salary: £22,000 - £24,921 per annum pro-rata (dependent on experience)

Annual leave: 36 days per annum

Purpose of Role

To increase the provision of funding streams to enable Autism & Neurodiversity North Scotland (formerly known as Grampian Autistic Society) to carry out its objectives and increase opportunities for developing new and existing support and projects.

 Job Summary

The post holder will be responsible for raising funds from community fundraising, grants/trusts, local and national government funds & tenders, and developing other key income streams; major donors, regular giving and corporate. The post holder will hold a strategic overview of our fundraising and event needs, and be a key player in our charity’s communication and marketing.

Responsibilities-

* Manage, support & develop imaginative & effective fundraising activities, some of which will be events-based
* Inspire new supporters to raise money, while maintaining & developing relationships with existing supporters
* Develop & coordinate web-based fundraising including through social media platforms
* Lead & manage bid writing for grant, trust & tender applications (approved by CEO)
* Ensure grant applications completed in timely & accurate fashion, & managed to meet the requirements of grant & funding bodies
* Identify & secure funding sources for multiple stakeholder groups from a broad range of funding sources, including public sector, Scottish & UK Government & private sector grant/trust funding
* Maintain & update fundraising & communications budgets
* Develop, maintain & update a strategic fundraising plan, database & relevant documents to guide fundraising activities & revenue generation
* Provide regular monitoring, evaluation & update reports to funders
* Maintain a comprehensive awareness of the funding environment & associated potential funding partners
* Deliver presentations to interested groups & attend events to represent organisation where required
* Facilitate interdisciplinary projects, co-producing & collaborating with a variety of stakeholders, organisations, partners & agencies
* Support colleagues ensure opportunities for continued innovation are identified & optimised, supporting teams to deliver excellence
* Preparation of regular fundraising report for Trustees Meetings
* Write & design organisational materials
* Manage website, social media & media /PR content, working in collaboration with the administration team to update content on regular basis.
* Support the broad work of Autism and Neurodiversity North Scotland, as requested by the CEO

Skills & Experience

* Excellent interpersonal skills
* Driving license & access to car
* Experience of charity fundraising over a range of methods
* Experience & knowledge of Third Sector, grants & funding & bid writing
* Excellent ability to work on own & as part of a team
* Proven experience of juggling multiple projects & timelines
* Demonstrable experience of planning & co-ordinating a range of event types
* Excellent ability to promote & articulate complex ideas, aspirations & aims
* Experience of a wide range of communication methods including press & media
* An understanding of the role & contribution of volunteers in the work of a charity
* Proficient in MS Office packages
* Excellent verbal and written communication
* Ability to network
* Excellent ability in Project Budget Management