

Job Description

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| Job Title | Community Fundraising Manager |
| Location | Glasgow |
| Reporting To | Head of Fundraising |
| Salary | £30,000 - £37,000 (dependant on experience) |
| Hours | 35 hours per week |
| Status | Permanent (Six month probationary period) |
| Holidays | 25 days + 10 public holidays |
| Benefits | As a compassionate organisation we care about our staff and have a range of employee benefits that make Glasgow Children's Hospital Charity a great place to work – please see our range of employee benefits here |

Glasgow Children's Hospital Charity

Glasgow Children's Hospital Charity is an organisation committed to our vision. We raise funds to help those who tirelessly care for and nurture young lives at their most vulnerable; to invest in equipment, research and continued improvement of facilities and services for children and families in hospital.

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

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| Pride: <i>we care.</i> | We are proud ambassadors of the charity, and will carry out our work with conviction. It's not just a job; it's our privilege to be part of this special community of supporters, children and families. |
| Enthusiasm: <i>we are inspired.</i> | We will enthusiastically approach each new opportunity, inspired by the resilience, hope and commitment of our supporters, patients and families. We are always looking up. |
| Determination: <i>we are all in.</i> | We are determined to give our all, because we are dedicated to the children, families and staff we support. They deserve our best work. |
| Unity: <i>we are one team.</i> | We respect and encourage each other. We can make an extraordinary impact when we work together with our colleagues, our supporters and the NHS. |
| Integrity: <i>we do what we say we'll do.</i> | We promise to be honest, professional and respectful. We will never compromise the charity's reputation or our values, and will always act in the best interests of those we support. |

Job Purpose

As a key member of the Fundraising Team, the Community Fundraising Manager will develop and implement the community fundraising strategy for Glasgow Children's Hospital Charity, ensuring growth in the level of income raised from community fundraising activity. Working within the wider fundraising team, you will provide support to and report to the Head of Fundraising.

Key Responsibilities

- To develop, implement and manage the community fundraising strategy and the associated income and expenditure budgets, ensuring that all budget targets are achieved
- To evaluate community fundraising plans on a regular basis and make changes when necessary
- To manage the Community Team members, ensuring they are ambitious, proactive and embody the organisational values at all times
- To research and identify prospective new community fundraising opportunities and activities
- To produce funding proposals for donors and prospects, ensuring that the potential of these sources is fully maximised
- To ensure that the needs and expectations of existing and potential donors are met and exceeded in order to maximise fundraising income, and to ensure their life long support of Glasgow Children's Hospital Charity
- To work in conjunction with the Marketing & Development Team to ensure strategic marketing and communication plans are created to promote community fundraising activity effectively
- In conjunction with the Volunteer Team, develop and implement a fundraising volunteer plan to recruit and retain fundraising volunteers
- To work on mid to large scale fundraising appeals and campaigns with a local, regional and national reach
- Any other relevant duties as may be required by the relevant Head of Fundraising

Additional Responsibilities

- To be committed and adhere to Glasgow Children's Hospital Charity's vision, mission and values.
- To actively consider professional development and determine training needs.
- To maintain and develop good working relationships with volunteers working with Glasgow Children's Hospital Charity
- To provide cover, if required, at the Fundraising Hub located at the Royal Hospital for Children, Glasgow
- To maintain and develop good working relationships with other members of the wider organisation including the Fundraising Team, the Corporate Services Team and the wider organisation.

Person Specification

| Essential | Desirable |
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| Minimum of 2 years' experience in a similar fundraising role, with the ability to demonstrate consistent success in meeting and exceeding financial targets | Familiarity of the work of Glasgow Children's Hospital Charity |
| Experience of developing and implementing community fundraising activity | Experience of the Raiser's Edge Database |
| Excellent communication skills, including presentation skills | Experience of working with volunteers |
| Line management experience | |
| Budget management experience | |
| Ability to manage a wide range of projects , prioritise workload and meet deadlines | |

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| Ability to adopt a flexible approach in response to new challenges | |
| Committed to continuous professional development | |
| Competent level IT skills (full Microsoft Office Suite – Word, Excel, PowerPoint, Email, Internet) | |
| Full UK driving license with access to own vehicle | |
| Comfortable driving the charity van | |
| A Disclosure Scotland check will be carried out under the Protection of Vulnerable Groups (PVG) Scheme – it is therefore essential that any criminal convictions are disclosed | |