

**Move On**

**Job Description:**

**Fundraising Assistant (Maternity Cover – 1 Year)**

**Salary £20,137 (pro rata) 2.5 days per week**

**Based - Edinburgh/Glasgow/Home-based**

**Main Purpose of Role:**

The Fundraising Assistant, with direct reporting to Move On’s Fundraiser, will increase Move On’s income generation capacity, contributing to the efficient and effective running of Move On's income generation activities, enabling the organisation to deliver greatest possible positive impact for service users and volunteers.

**Main Duties & Tasks**

IDENTIFICATION OF POTENTIAL SMALLER FUNDERS

* To research potential trust and statutory funders (up to £5k), whose funding criteria fit the service/activity/beneficiary parameters /development ambitions of Move On
* To collect relevant data regarding application deadlines, contact details, application methods etc.

GENERATING FUNDING PROPOSALS

* To develop compelling funding proposals relevant to individual funders
* Understand the impact of different Move On services and what makes them successful
* To research outcomes and outputs from current and previous Move On services, in order to evidence the positive impact of these services
* Develop realistic and accurate budgets to accompany proposals relating to Move On’s wider income generation needs
* Imaginative presentation of budgets and proposals able to secure funds meeting Move On’s wider income generation needs

MAINTAINING EXCELLENT ONGOING RELATIONSHIPS WITH SMALLER FUNDERS

* Ensure any changes to use of grant or difficulties experienced are communicated to funders at an early stage
* Identify and engage with named contacts for individual funders

REPORTING

* Ensure accurate and well written reports are provided to funders within required timescales

SUPPORTING INCOME GENERATION ACTIVITIES/SYSTEMS

* Support the Fundraiser to maintain the fundraising database
* Support the Fundraiser to compile an income generation plan, detailing timing of approaches to different smaller funders
* Liaise with Move On’s operational teams on a regular basis to ensure a good understanding of operational impact, successes, and challenges
* Support the Fundraiser to compile evidence of expenditure to accompany grant reports
* Support the Fundraiser to gather service information from the “Views” (or similar) monitoring database
* Proofread draft funding proposals
* Respond to the information needs of the Fundraiser, Executive Director and the Move On board, both routine and at short notice

CREATIVITY

* Increasing the impact of Move On services, through securing essential income
* Enabling development of new services through securing essential income

SPECIFIC CONDITIONS

There may be some evening and weekend work, for which time off in lieu is offered.

**Move On**

**Person Specification:**

**Fundraising Assistant**

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|  | ***Essential*** | ***Desirable*** |
| ***SKILLS***  ***AND***  ***QUAL-ITIES*** | * Commitment to Move On’s values and ethos of helping people to help themselves * Excellent communication skills * Excellent IT skills * Able to tell a concise and compelling story * High standard of written English * Able to work under own initiative and within a team * Excellent organisational and administrative skills * Numerate and financially literate * High level of motivation and enthusiasm * Ability to build good relationships with funders * Willingness to undertake relevant raining as directed | * Ability to extract and interpret statistical data * Able to present and interpret budgets |
| ***EXPER-IENCE*** | * Experience of producing high quality written reports * Experience of extracting relevant data from a database * Experience of building excellent relationships with external partners * Experience of researching information * Experience of working to strict deadlines | * Previous fundraising experience * Experience of working with vulnerable or disadvantaged people * Experience of monitoring and evaluation |
| ***QUALIFIC-ATIONS*** |  | * Membership of the Institute of Fundraising * Institute of Fundraising Certificate in Fundraising (the successful candidate will be expected to complete this within the first year) |