Self-employed Fundraiser (2 year contract with likelihood of extension)

Role description

Are you passionate about making a difference to the climate crisis by inspiring parents to take action on air pollution, fossil fuels and creating systemic change? Do you have experience of writing funding bids and community fundraising? Then this role could be for you!

We are particularly keen to hear from people who experience marginalisation and minoritisation or who are often excluded from decision-making processes. For example, people of colour; people from working-class backgrounds; people from LGBTQ and migrant communities; care-experienced young people and people with disabilities.

Background

Parents for Future Scotland began as a grassroots group of parents seeking to make climate action the norm among all parents in Scotland. We became a charity 2 years ago. We are in the midst of a big step change, increasing our influence and reach across the country, and we need you to help us in doing that. This post is based in Glasgow, therefore the ability to commute to Glasgow at least once per week is essential

We currently have 12 self-employed staff across Aberdeen, Glasgow and Edinburgh. We have around 12 funders, each of whom fund us for a 1 year span. We have one multi-year funder, from which this post is paid. In the next 2 years we want to move from a self-employed team to a staff team and must secure large multi-year funds to do this. We would also like to build our reserves to 3 years' running costs in approximately 5 years time. We do not plan to expand into other geographical locales or pilot new schemes until our existing posts are secure, however we may choose to increase the time key team members have to work on programmes and your role will be essential to realising this.

The expectation is that the postholder will lead on fundraising for the organisation, supporting and advising the CEO, Admin Manager and Programme Manager on the fundraising strategy and devising the best approach for the organisation.

Main tasks

Fundraising

- Alongside the CEO create a robust fundraising strategy.
- Support the organisation to implement an evaluation framework across all its programmes which captures key information in order to write high quality bids
- Implement a CRM system

- Identify small and large funders which are a good fit for the organisation through research and phone calls, ensuring that every bid we write has the highest chance of success that we can achieve.
- Hook into key networks; Foundation Scotland, Environmental Funders, TSI's etc. and, alongside the CEO, utilise networks to create a relationship with potential funders.
- Work with the programme staff and the CEO to ensure that our programmes are visible to key decision makers, making continuation funding more likely.
- Maintain relationships with existing funders alongside the Programme Manager and the Programme Team. Ensure that high quality reports are submitted and that communication with funders is on point.
- Support existing funders to visit our programmes in order to support understanding of the work taking place and the need for the work where appropriate/helpful.
- Alongside the Admin Manager, support with forecasting and ensure contingency plans are in place in order to continue existing contracts within the organisation.
- Write high quality, large funding bids that will support us in securing multi-year funding, providing more security for the organisation
- In accordance with the fundraising strategy create a portfolio of community fundraising events in the year for our movement members, schools and other audiences to take part in
- If appropriate create a fundraising working group with members from the movement
- Ensure that people signing up to become members with us have every opportunity to become regular donors. Maintain communication with all regular donors to thank them and inspire them appropriately.
- Work with the whole team to support the creation of a fundraising culture within the orgnaisation so that every team member thinks about fundraising opportunities in everything they do.
- Support our comms both on the website, socials and WhatsApp channel to ensure that these are effective fundraising tools.

Essential Experience

- A knowledge of the funding landscape in at least Scotland and the UK
- At least 3 years in a senior fundraising role
- Experience of writing funding bids and being responsible for a portfolio of funders worth £300,000 or more
- Experience of leading on and securing large multi-year funding bids
- Experience of creating and executing a fundraising strategy successfully within a growing organisation.
- Ideally experience of community fundraising and building a portfolio of events which are worth £10K or above
- An ability to package a varied portfolio of work to speak to different audiences including funders, donors and community members.
- Proven ability to strategise

Essential personal attributes

- Passion, drive and enthusiasm in our ability to tackle the climate crisis through system change and an understanding of what this might require.
- The ability to work well in a team and to make connections with trusts, donors, supporters, volunteers etc and understand what each want/need
- Ability to work with the self-employed staff team and support/empower them to support fundraising appropriately.
- Flexibility to work in a changing landscape in a small charity.
- Strategy - to bring ideas and creativity and to understand how these fit within the wider strategic goals of PfFS
- Experience of procurement would be an advantage
- An ability to take instruction and to work independently/take self-responsibility

What we offer

- 4 days per week for 2 years (46 weeks per year at £200 per day.) Total per annum is £36,800. Total contract amount is £73,600.
- We offer a flexible working environment
- Working from home (we are in the process of finding an office in the next few months. Due to the role working so closely with colleagues we would recommend that this role spend time at the Glasgow office once established)
- We are a fledgling organisation so your skills/expertise will help shape our direction
- You will work closely with the CEO, who has a fundraising background and can support where needed
- Many fundraising roles are burn-out and unsustainable. This is a role where your creativity, passion and skills can shine and you will not be used like a commodity!

Please send a CV and covering letter to katrina.wparents4futurescotland@gmail.com by Monday 2nd November explaining why you would like the position and what skills/experience you bring with particular reference to "essential experience" and "essential personal attributes" as outlined in the job advert.
We will contact shortlisted candidates on Monday 2nd November to say if you have been successful for the next round, which will consist of a 15 minute informal call on Tuesday 3rd or Wednesday 4th November (no preparation necessary for this). If you are successful in the call we will invite you to interview in-person in Glasgow on Thursday 12th November. If for any reason you could not make these dates please state this clearly on your application. We will try to accommodate you but due to our limited availability we cannot guarantee this.

If you would like to discuss the role further or have any queries please email the above address.