



## Edinburgh Dog and Cat Home Job Description

<b>Job Title</b>	<b>Face-To-Face Fundraising Lead</b>
<b>Reporting to</b>	Legacy and Individual Giving Manager
<b>Location</b>	Remote working across East and central Scotland with office base at Edinburgh Dog and Cat Home. Home-based working for desk based work also optional.
<b>Contract</b>	Salary - £25,000-28,000 per annum Full time - 35 hours per week Fixed Term – 18-month contract (with provision for permanent upon review of project)

### Duties and responsibilities

**Lead the development and growth of the Home's regular giving programme through in person face to face fundraising.**

- Lead on the face-to-face recruitment of 'companion' regular givers through in person engagement through door-to-door, private site, events and street fundraising.

- Help to build and develop an in house face-to-face fundraising team, support with the recruitment and retention of the fundraisers.
- Regularly plan and monitor this area of fundraising. Using the CRM, evaluating and reporting on results to your line manager and Senior Leadership Team where required.
- Work alongside the Legacy and IG Manager and Communications team to develop and review fundraising materials.
- Manage resources and supplies.
- Plan and review locations for carrying out fundraising activities
- Provide excellent, professional and tailored supporter centric communication to all supporters
- Ensure that any mid-level and high-level donors are passed onto the appropriate manager for ongoing stewardship.
- Work closely with the Fundraising Administrator and Fundraising Database Administrator to ensure the Home's CRM system is kept up to date, with clean and accurate supporter data.
- Ensure to champion the Home and it's work at all times in a professional, friendly and engaging manner, adhering to the Home's brand guidelines and key messages.
- Keep up to date with innovation, changes, legislation and good practice in your area of fundraising ensuring to put this into practice.
- Ensure a continuous development of skills and knowledge required for the post, undergoing training and review as required by the Home.

### **Community Fundraising and Events**

- Lead on the organisation of and attendance at bucket and one off cash collections, utilising volunteer support.
- Support the events team with the attendance at community events, stalls and fayres to maximise regular donor recruitment, one-off donations and raising awareness of the work of the Home.
- Where appropriate, support the Events Coordinator with attendance and help at a range of community and corporate fundraising events.
- Any other reasonable duties commensurate with the post.

<b>Person Specification</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience in a fundraising, membership or sales role</li> <li>• Working in a team to achieve set objectives</li> <li>• Experience of developing and training team members</li> <li>• Experience preparing reports and evaluating data</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with a CRM database and utilizing its functions to record communications</li> </ul>
<b>Skills and Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent communication and story-telling skills (verbal)</li> <li>• Excellent time management skills</li> <li>• Strong relationship management skills</li> <li>• An analytical thinker with strong attention to detail</li> </ul>	
<b>Personality</b>	<ul style="list-style-type: none"> <li>• Positive professional attitude</li> <li>• Friendly, outgoing manner, able to develop and sustain relationships with people at all levels</li> <li>• Persuasive advocate for animal welfare</li> <li>• Resilient and able to handle negative responses</li> <li>• Hands on and target driven approach</li> <li>• Have a creative and constructive approach to challenges and opportunities</li> <li>• Ability to adapt positively to changing demands and priorities</li> </ul>	
<b>Other</b>		<ul style="list-style-type: none"> <li>• Full UK driving license</li> </ul>