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| **Edinburgh Dog and Cat Home**  **Job Description** |

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| **Job Title** | **Face-To-Face Fundraiser** |
| **Reporting to** | Senior Individual Giving Officer |
| **Location** | Across East and central Scotland with visits to Edinburgh Dog and Cat Home. |
| **Contract** | £21,000-£23,000 per annum  Full time - 35 hours per week  18 month fixed term |

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| **Duties and responsibilities** |
| **Working with the Lead Fundraiser to grow and develop the Home’s regular giving programme through in person face-to-face fundraising.**   * Recruitment of regular givers through in person engagement via door-to-door, private site, events and streetfundraising. * Attend community events, bag packs and bucket shakes to raise funds through one-off and regular donations * Securing one-off donations where appropriate * Provide excellent, professional and tailored supporter centric communication to all potential and new supporters. * 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 and 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. * Any other reasonable duties commensurate with the post. |

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| Person Specification | | |
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|  | Essential | Desirable |
| **Experience** | * Demonstrable experience in a customer service, sales, fundraising or membership role * Working in a team to achieve set objectives |  |
| **Skills and Knowledge** | * Excellent verbal communication and story-telling skills * Excellent time management skills * Strong relationship management skills * Strong attention to detail |  |
| **Personality** | * Positive professional attitude * Friendly, confident manner, able to develop and sustain relationships with people at all levels * Persuasive advocate for animal welfare * Resilient and able to handle negative responses * Hands on and target driven approach * Have a creative and constructive approach to challenges and opportunities * Ability to adapt positively to changing demands and priorities |  |
| **Other** | * Willingness to work outdoors and various locations across East and central Scotland | * Full UK driving license |