

JOB DESCRIPTION

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| JOB TITLE | Trusts and Foundations Fundraiser Scotland |
| LOCATION | Edinburgh office when return or home based in UK |
| HOURS | 30 hours per week permanent |
| SALARY | Up to £25,000 pro rata |
| REPORTING TO | Trusts and Foundations Fundraising Manager |

Job Purpose

The Trusts and Foundations Fundraiser Scotland will win partnerships by writing exceptional proposals and developing relationships with funders. This person will act as the relationship holder for a portfolio of trusts and foundations in Scotland both current and prospective.

Main duties and responsibilities

- Support the delivery of the work of Music in Hospitals & Care primarily by securing income from trusts and foundations in Scotland.
- Ensure all proposals align with the organisation's vision, mission, strategic aims and values.
- Cultivate and sustain strong relationships with funders, offering consistent, excellent and personalised stewardship.
- Research and plan a programme of approaches in line with application deadlines to deliver the income required.
- Submit bids as per priorities identified by the music delivery team and agreed with the Trusts and Foundations Manager to facilitate delivery in line with targets.
- Identify, research and create compelling proposals with budgets, working with colleagues and/or external partners, sharing progress and incorporating feedback.
- Produce reports as agreed with the Trusts and Foundations Fundraising Manager.
- Undertake fundraising administration duties that include maintaining records of all activities and correspondence.
- Maintain a confidential, sensitive and discrete approach to personal, sensitive and organisational information.
- Stay well informed about news and emerging issues relating to the health, arts, culture, and creative sectors, as well as the fundraising profession in Scotland and share updates with colleagues.
- Contribute to a culture of equality and demonstrate a commitment to creating a genuinely inclusive organisation.

- Represent the organisation in a positive manner.
- Maintain the level of professional development and competence required to carry out this role and notify the company immediately of any circumstance that affects this.
- Adhere to and uphold Music in Hospitals and Care’s mission, vision, social purpose, strategic aims and policies.
- Act with integrity and maintain the highest professional standards at all times.
- A flexible approach is required for the role, as additional, reasonable duties commensurate with the role and as agreed in advance with the Chief Executive may occur from time to time.

General

- Compliance with Music in Hospitals & Care policies
- Develop positive relationships with stakeholders
- Carry out other duties as necessary to meet the needs of the organisation
- Commitment to the organisation’s aims and values.

This job description is not necessarily an exhaustive list of duties but is intended to reflect a range of duties the post-holder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post-holder.

PERSON SPECIFICATION

| | Essential | Desirable |
|-----------------------------|---|------------------|
| Qualifications | | |
| Experience | Experience of raising funds from trusts, foundations or statutory sources Proven experience of a high standard of bid writing Experience of building relationships with trusts and foundations partners | |
| Knowledge and skills | Fundraising knowledge to cover: <ul style="list-style-type: none"> • The process and key success factors for raising money from | |

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|----------------------------|---|--|
| | <p>trusts and foundations</p> <ul style="list-style-type: none"> • How to identify new prospects • Proposal and report writing <p>Knowledge of GDPR/data protection and how they apply to fundraising</p> <p>Inspiring and engaging written communications skills</p> <p>Excellent organisational skills</p> <p>Numerate and confident working with budgets</p> <p>PC and Microsoft Office literate</p> | |
| Personal attributes | <p>Ability to work effectively and positively as a team member</p> <p>Proactive in driving your personal development</p> <p>Team player</p> <p>Passion and a positive attitude</p> | |
| Other | | |