



Job Description

Fundraising Officer

Salary Range: Grade 3: £21,000 - £24,999 pro rata

Hours: Part time 3 days a week (21 hours)

Job Summary

The Fundraising Officer supports the Fundraising Manager (FM) to deliver our fundraising strategy and grow our charitable income.

Reporting to the FM, the Fundraising Officer is responsible for researching and writing compelling fundraising applications to trusts and foundations to support our charitable activities.

The Fundraising Officer also supports the FM with fundraising administration including gift processing, donor stewardship and fundraising events.

Excellent communication skills and attention to detail and are vital, as is the ability to manage multiple tasks and prioritise to meet deadlines.

Key Responsibilities

- Research trusts and foundations opportunities to support our programmes and help to achieve fundraising income targets
- Write targeted funding applications for a range of programmes and activities
- Keep records of all funding bids, interactions, reports on our CRM system
- Produce compelling performance and evaluation reports for funders and other donors
- Support the FM with fundraising administration tasks including gift processing and donor stewardship
- Support at events as required

Knowledge, skills and experience

- Minimum of two years' experience in a fundraising role
- Knowledge of UK grants, trusts and foundation market
- Demonstrable experience of writing successful applications to trusts & foundations
- A proven track record in meeting fundraising targets
- Excellent written communication skills: experienced in creating persuasive and compelling fundraising propositions and funder reports
- The ability to build strong and lasting relationships and work collaboratively across teams
- High degree of competence in MS Outlook, Word and Excel
- Experience of using a fundraising CRM is an advantage
- Enthusiasm for and understanding of the aims and work of Scottish Book Trust and the wider arts/educational charity sector