



Job Description

Fundraising Officer

Salary Range: Grade 3, £21,500 - £25,999 pro rata

Hours: Part time 4 days a week (28 hours)

Job Summary

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

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

The Fundraising Officer also supports the FM with fundraising administration including gift processing and thanking, donor stewardship and fundraising events. We are entering an exciting new phase at Scottish Book Trust and you will also have the opportunity to input into a new fundraising campaign.

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

Key Responsibilities

- Research trusts and foundations and write targeted applications to support our programmes and achieve fundraising income targets
- Research corporates and develop pitches for a range of programmes including sponsorship proposals
- Produce compelling performance and evaluation reports for funders and other donors
- Fundraising administration including gift processing, donor thanking and stewardship
- Keep donor records up to date on our CRM
- Support at events as required

Knowledge, skills and experience

- Minimum of two years' experience in a fundraising role
- Knowledge of UK trust and foundation market and demonstrable experience of writing successful applications to trusts & foundations
- Experience of corporate fundraising
- 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