



Making **life** worth **living**

GLOAG
FOUNDATION



JOB DESCRIPTION

Fundraising Manager

Location: Perth

Contract: FT

Salary: £28,000

About the role

The Gloag Foundation is searching for a highly motivated, organised and enthusiastic individual to join the team. You will need to be results driven, proactive and focused to ensure that strategic and operational goals are met.

Responsible for fundraising activities to benefit our **Freedom From Fistula** and **Kenya Children's Home** charities, your role will be to support, develop and inspire supporter groups and individuals from a wide variety of backgrounds.

Excellent communication skills, both verbal and written are essential. You must be adept at people management and building long term relationships with potential donors.

Principal Accountabilities

- Responsibility for devising and implementing fundraising strategy to reflect organisation's operational goals
- Identify, cultivate, solicit, steward & retain qualified prospects & donors
- Generate and grow income from community sources, including churches, schools and community groups
- Devise and implement a successful programme of fundraising from the corporate sector maximising engagement at all levels
- Research and identify appropriate charitable trusts and foundations to approach for funding for general and specific requirements.
- Responsibility for the CRM system, its protocols and disciplines to ensure that all data is accurate and recorded in a timely manner and that opportunities are maximised
- Responsible for achieving agreed fundraising targets through effective marketing, support and cultivation of both existing and new supporters

- Develop appropriate processes, procedures and guidelines to ensure that supporters receive a consistently high level of support and are recognised appropriately for their efforts
- Identify, research and develop new income generating opportunities at a local and national level.
- Work with existing team to produce newsletters, marketing materials and fundraising communications to donors and potential donors

A full driving licence and use of a car is required for this position, as there is likely to be a significant amount of travel involved.

A minimum of three years' experience in fundraising

About the organisation

The Gloag Foundation provides the operational support (including fundraising, marketing and communications) to the Freedom From Fistula and Kenya Children's Home Scottish-registered charities founded by Ann Gloag OBE.