

Job Description

Job Title: Part-Time Trusts and Grants Fundraising Officer (18 Hours Per Week)

Based: Scottish Huntington's Association, National Office
Business First, Burnbrae Road, Linwood, Paisley PA3 3FP

Accountable to: SHA Board of Directors via Chief Executive

Report to: Fundraising Manager

Salary Range : SCP 26 – 29, £23,313 - £25,786 (Pro Rata)

Main Duties and Responsibilities:

- Develop and submit compelling funding applications and funding reports to trusts and foundations.
- To work with the other fundraising officers to grow income for SHA services.
- To implement the Fundraising Strategy and programme of activities.
- To build and manage excellent relationships with key contacts in trusts and foundations.
- To submit high quality applications to Trusts and Foundations.
- To liaise with SHA Senior Management Team and service staff to ensure all applications are accurate and tailor-made to each service area and project.
- To deliver an agreed monthly schedule of applications.
- To conduct research into trust funding opportunities.
- To issue funders with all information requested including acknowledgements, end of grant reports and evaluations.
- To maintain accurate donor records on the SHA database.
- To contribute to PR planning and activities as required.
- To develop and maintain excellent working relationships with all colleagues, service users and all key partners, both internally and externally.
- To be responsible for professional self-development and participate in SHA appraisal system.
- To operate within Charity Law and Data Protection legislation and adhere to the Fundraising Standards Board Codes of Practice.
- To undertake any other duties agreed with the Fundraising Manager.