

## FUNDING OFFICER

### Based in Glasgow

- 21 hours per week
- Salary: £20,764 to £22,588 Full Time Equivalent per annum
- 20 days annual leave in first year and 30 days thereafter
- Excellent employee benefits including 5% employer pension contribution, 12 public holidays, Employee Assistance Programme.

#### **All pay and allowances are pro-rata**

#### **Qualifications:**

Applicants should be qualified to degree level in an appropriate discipline with proven experience in securing funding from diverse sources including trusts, foundations, statutory and institutional donors.

You will ideally have recent experience of a similar role for a grant awarding charity or not-for-profit organisation. You'll be highly organised and a team player, with the ability to problem solve, use financial and budget information and communicate effectively with colleagues, funders and potential funders.

Able to build strong relationships with key internal and external stakeholders, you'll be a strong leader, be customer focused and have a professional approach to work, managing deadlines and prioritising effectively.

Reporting to, and working closely with, the Business Development Manager, you will have responsibility for researching and identifying potential funding opportunities and projects for submission to trusts, foundations, statutory and institutional donors. You will also participate in the submission of bids as well as assisting with the preparation of evaluation and monitoring reports.

Although the focus will be on fundraising and reporting to funders and partners, as an ambassador and advocate for Early Years Scotland, you will need to have exceptional communication and relationship management skills.

**Closing date for applications: 9am on Monday 10 September 2018**

**Interviews are expected to take place on 17 & 18 September 2018 in Glasgow**

Application forms and full post information can be downloaded at <http://earlyyearsscotland.org/about-us/job-vacancies> and completed applications emailed to [recruitment@earlyyearsscotland.org](mailto:recruitment@earlyyearsscotland.org). For more information contact 0141 221 4148.

**Please do not send CVs as only completed EYS application forms will be considered.**



**Early Years Scotland is an Equal Opportunities Employer**

