

Job Description

Job Title: Part-Time Community Fundraising Assistant (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 15 – 18, £17,414 - £18,629

Main Duties and Responsibilities:

- To implement and develop the SHA Fundraising Strategy and programme of activities.
- To work closely with the Community Fundraising Officers to grow and develop activities.
- To maintain accurate donor records on the SHA eTapestry database.
- To ensure all Charity Checkout and Gift Aid payments are uploaded to eTapestry.
- To manage the bag packing, buckets and collection tins fundraising campaigns.
- To manage our Amazon Wish List, Amazon Smile and Easy Fundraising Platforms.
- To develop and maintain excellent working relationships with all colleagues, service users and all key partners, both internally and externally.
- To provide regular updates to the Fundraising Manager on all activities.
- To be responsible for professional self-development and participate in the 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.