



SiMBA is a registered Scottish charity that exists to support families who have suffered the loss of a baby during pregnancy or close to birth. SiMBA gives families space and time to honour their precious babies by preserving their memory through donating memory boxes, refurbishing family rooms in hospitals, installing memorial 'Trees of Tranquillity' and holding memorial events such as butterfly releases. SiMBA also aims to enhance support available to bereaved parents through support groups and midwife training

JOB DESCRIPTION	
<p>Job Title: FUNDRAISING OFFICER</p> <p>Location: SiMBA, McSense Business Park, Mayfield, Midlothian</p> <p>Hours: Full-time, 37.5 hours per week – 9.00am - 5.00pm (flexibility considered)</p>	<p>Accountable to: OFFICE MANAGER/CHIEF EXECUTIVE</p> <p>Term: Permanent</p> <p>Remuneration: Competitive salary, generous annual leave entitlement</p>
JOB PURPOSE	
<p>The Fundraising Officer will be an important member of a small team, responsible for maximising revenue generation from fundraising. This will involve both nurturing existing relationships with fundraisers and identifying targeted, new opportunities for fundraising support within targeted communities across the country. The Fundraising Officer will establish, implement and deliver a targeted fundraising strategy. This post is essential if SiMBA is to grow its services, improve efficiency and achieve its strategic objectives</p>	
KEY ACTIVITIES	
<ul style="list-style-type: none"> ➤ Maximise fundraising revenue generation opportunities by identifying new opportunities and maintaining existing support ➤ Encourage and support all SiMBA's individual donors and fundraisers through regular and sensitive communication ➤ Develop, build, motivate and retain strong relationships with supporters in local communities ➤ Develop, agree and implement an appropriate fundraising strategy ➤ Develop, implement and monitor the success of fundraising activity plans and prepare accurate projections of fundraising income ➤ Ensure that records of all fundraisers are maintained, control the fundraising budget, make accurate projections and monitor ROI on 3rd party events ➤ Suggest new and innovative ways to promote fundraising and engage with supporters identifying appropriate ways for them to fundraise or contribute ➤ Update and maintain fundraising guides ➤ Take responsibility for ensuring all funds are received as indicated in a timely manner and keep accurate records ➤ Establish cluster fundraising groups as a mechanism to spread SiMBA's support services across UK and Ireland and monitor target fundraising for individual projects ➤ Support students with Youth Philanthropy Initiative projects ➤ Identify events to promote and encourage fundraisers to take part – promote these and increase donors in targeted areas through website, social media channels etc. ➤ Proactively capture new potential fundraisers (and volunteers), via monitoring of donor sites, social media, working closely with other team members, volunteer recruitment fairs/forums 	

- Come up with exciting, innovative ideas for fundraisers and motivate and encourage fundraisers to carry these out, providing support and thanks as required
- Ensure that all new supporters and fundraisers fully understand the aims of the charity, and where funds raised will go, and find opportunities to raise awareness and increase fundraiser base as per strategy
- Set up and promote regular donation mechanisms such as payroll giving and regular online donations and ensure donations are received and recorded accurately
- Support Events and Partnerships Officer with achieving grant income targets and delivery of bespoke SiMBA events
- Maintain accurate database of volunteers and fundraisers (with administrative support) and encourage ongoing support at fundraising events
- Liaise with Service and Volunteer Coordinator to ensure best use of volunteer bank, and actively recruit, manage and develop fundraisers
- Develop suitable protocols and policies for all fundraising activities to maximise effectiveness and manage risk and ensure all activities comply with appropriate legal requirements and internal procedures
- Delegate work to volunteer fundraisers, ensuring support mechanisms are in place and fundraisers and supporters are thanked for their support appropriately and feel valued
- Attend fundraising events, cheque presentations on behalf of SiMBA where required
- Work effectively as part of the team, supporting others and projects as much as possible

WORKING ENVIRONMENT

SiMBA is a small but growing charity with a strong team ethos where all team members pull together in the interests of fulfilling the charity's objectives. The post holder must be flexible and willing to get involved with other activities as appropriate to meet the changing needs of the organisation. Given the sensitive nature of SiMBA's work, it is essential that discretion is exercised and confidentiality is maintained, with a mature, personal and empathetic approach applied to all areas of work. The post holder may be asked to attend weekend/evening events for which time off in lieu would always be given

KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

<i>Essential</i>	<i>Desirable</i>
<p>Knowledge/Skills/Abilities</p> <ul style="list-style-type: none"> • Proficient in the use of Microsoft Word, Excel, PowerPoint, Outlook and other IT applications as well as social media • Knowledge of fundraising best practice and relevant legislative frameworks • Excellent verbal and written communication skills, able to build relationships with a diverse range of stakeholders • Driven to make a difference and able to use own initiative to transform fundraising activities and income • Reliability and discretion • Willing to pull together and 'muck in' as part of a team • Able to demonstrate empathy with and sensitivity when interacting with those who have suffered the loss of a baby and to communicate 	<ul style="list-style-type: none"> • Working knowledge of eTapestry or similar database and other fundraising databases • Knowledge of the charity sector

<p>appropriately</p> <ul style="list-style-type: none"> • Able to manage a diverse and demanding workload in a busy environment • Aptitude and desire to work collaboratively while leading fundraising activities appropriately to achieve results 	
<p>Qualifications</p> <ul style="list-style-type: none"> • Good level of education with suitable literacy and numeracy qualifications • Educated to degree level in a relevant discipline or can demonstrate equivalent skills through professional development 	<ul style="list-style-type: none"> • Certificate in fundraising qualification • Member of the Institute of Fundraising
<p>Experience</p> <ul style="list-style-type: none"> • Experience of delivering an effective fundraising strategy • Proven track record of successful revenue generation with ambitious targets met • Up-to-date experience of community charity fundraising 	<ul style="list-style-type: none"> • Experience of working within the charity sector • Experience in a similar role with a demonstrable track record of establishing effective fundraising processes and strategies

This job description does not form part of the contract of employment and highlights the main responsibilities that the post involves. Inevitably, the exact nature of the duties undertaken by the post holder may change over time and the job holder will be expected to carry out any work that may reasonably be required of them.