

## **Scottish Green Party**

### **H2021 Fundraising Officer**

**Job title:** Fundraising Officer (Holyrood 2021)

**Accountable to:** Campaign Manager

**Purpose of role:** To take a leading role in the delivery of the Scottish Green Party's national and regional fundraising activities ahead of the 2021 election

**Salary:** £22,500 pa

**Terms:** Fixed term contract, starting as soon as possible and ending on Friday 14<sup>th</sup> May

**Hours:** 37 hours per week, with flexible working

**Leave allocation:** 25 days annual leave plus 10 public holidays (pro-rata)

**Location of post:** Initially home working, moving to Glasgow or Edinburgh campaign offices once premises secured, with occasional travel across Scotland. Further home working possible upon request.

#### **Background to role:**

The 2021 Holyrood elections will be the most important Scotland has ever seen, with the future of our country and the planet at stake. The Scottish Green Party aims to deliver its best ever result, electing MSPs in every Scottish Parliament region and winning our first ever constituency seat. This role is your chance to help us make history.

The fundraising officer will work alongside the Operations and Campaign managers to deliver national fundraising including email appeals, phone campaigns, high value donor management, etc. In addition, they will support branches and regions in their own fundraising activities, ensuring a coordinated whole-party approach. The successful applicant will deliver against a national fundraising plan and support regions to do the same. They will work with the Operations & Campaign Managers to ensure all fundraising initiatives are delivered to budget.

**Main functions:**

## Fundraising strategy:

- Support the Operations & Campaign Managers and elected party office bearers in ongoing review and refinement of the fundraising strategy.
- Support regional campaign staff and volunteer campaign boards to develop their fundraising strategies, which will feed into the national strategy.
- Research and track current and potential sources of funding, including major donors, trusts & foundations and trade unions

## Fundraising delivery:

- Develop and manage a fundraising calendar integrating national and regional/local fundraising activities
- Produce specific project plans to deliver against the objectives of the national fundraising strategy, covering but not limited to major donor recruitment, appeals, regular giving recruitment and upgrades, and events
- Advise and support regional campaigns in the delivery of their fundraising strategies

## General responsibilities:

- Work with other campaign staff, including but not limited to the communication team, to identify fundraising opportunities in other campaign activity
- Work with the Finance Officer & Treasurer to ensure compliance with relevant legislation and reporting requirements
- Other appropriate campaign activities as required that relate to the overall job purpose, as directed by the Campaign Manager.

**Personal Specification:**

This is a challenging and rewarding post which requires creativity, drive and exceptional organisational skills. It requires the ability to think quickly, to remain calm and responsive under pressure, and to be sensitive to the needs and concerns of many different people.

The successful post-holder will have:

1. Proven experience in at least one field of fundraising, preferably for an NGO or political campaign
2. Excellent communication and interpersonal skills
3. Demonstrable project management experience
4. Commitment to working within a team, sharing common goals and tasks
5. Good understanding of Scottish politics
6. A high level of proficiency with office technology systems, including e-mail, word-processing and databases such as Customer/Contact Relations Managers
7. A commitment to and understanding of the aims and values of the Scottish Green Party.

The successful candidate will be required to sign a confidentiality agreement