**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Senior Regional Fundraiser</th>
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<tbody>
<tr>
<td>STATUS:</td>
<td>Full-time</td>
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<tr>
<td>HOURS:</td>
<td>9:00am – 5:30pm</td>
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<td></td>
<td>(JDRF operates a flexible working policy)</td>
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<td>SALARY:</td>
<td>£28,250-£33,050 per annum</td>
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<td>HOLIDAY:</td>
<td>25 days plus statutory holiday days</td>
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<td>LOCATION:</td>
<td>Home-based in Glasgow or Edinburgh. May be office based in the future.</td>
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<td>REPORTS TO:</td>
<td>Development Manager (DM)</td>
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<td>DIRECT REPORTS:</td>
<td>2 X Regional Fundraisers based in Aberdeen</td>
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<td>KEY INTERNAL RELATIONSHIPS:</td>
<td>Development Manager and the Scotland team, Head of Regional Fundraising, Regional Fundraising team, Individual Giving team, High Value Partnership team and the Challenge team.</td>
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<tr>
<td>KEY EXTERNAL RELATIONSHIPS:</td>
<td>JDRF supporters, Scotland Development and Fundraising Group, agencies, suppliers, senior level corporate contacts and high net worth supporters.</td>
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JDRF is the type 1 diabetes charity, improving lives until we find the cure. We fund research to cure, treat and prevent type 1 diabetes. We also provide information for
children and adults living with the condition at all stages, from diagnosis and beyond. We give a voice to people with type 1 diabetes and campaign for increased focus on, and funding for, research to find the cure.

We want our employees to be committed and prepared to go the extra mile to assist us in finding the cure for type 1. Whatever your role is within JDRF you can be guaranteed that your work will always be rewarding. Get involved and use your skills to help JDRF find the cure for type 1.

**PURPOSE OF THE ROLE**

To be responsible for developing & supporting fundraising in Central and South Scotland with specific focus on Glasgow and Edinburgh, as part of the Scotland JDRF Team and increasing income potential from these areas.

To assist the Development Manager (DM) in the recruitment of a Regional Development Group in the area.

**KEY TASKS**

- Identify and develop new fundraising initiatives and support existing and new activities.

- To take operational management for the organisation of the annual Edinburgh Ball, including management of the Ball committee and ensure the delivery of a successful Ball, which hits or exceed target and is delivered on budget.

- To take operational management for the organisation of the One Walk/One Fun Run event in Central Scotland managing the budget and ensuring that financial targets are met, recruiting and stewarding walkers to maximise fundraising potential and taking operational responsibility for the event both before and on the day.

- To support all fundraising initiatives, third party and JDRF led, within the area and maximise these opportunities.

- Take responsibility for identifying and developing new initiatives in Central and South Scotland, constructing business cases for new initiatives or exit strategies for unsuccessful initiatives.

- To work with the DM to identify, research and cultivate potential major donors and corporate supporters from across Central and South Scotland.
• To take ownership and responsibility for third party fundraising in Central and South Scotland. Maximising the fundraising contribution of existing supporters by providing a high level of supporter care and stewardship on an on-going basis, that is appropriate to their needs to encourage income potential.

• To take the lead on the organisation of Discovery Days held in the area to attract new support to our database.

• To provide on-going support to volunteers, recruited from within the area, ensuring regular one to one contact is maintained.

• To take responsibility for developing contacts with Health Care Professionals/Clinics in the area to promote our outreach resources and inform them about JDRF.

• To take the lead in working with the media team to increase JDRF's media profile in the area.

• As part of the Scotland team to ensure that the area is up to date on administrative and financial processes, including updating Donor Flex.

• Evaluate and monitor the events and initiatives of other charities to ensure JDRF is aware of current trends, practices and competition within the area.

• To assist the DM with the review, analysis and future planning for all regional events.

• To provide line management to the two regional fundraisers by holding one to ones, regular staff meetings and annual appraisals.

The Senior Fundraiser will undertake other duties consistent with the post and, where necessary, will assist with other areas of work as required by the DM.
## PERSON SPECIFICATION

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<th>Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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| **Experience:** | Substantial experience in either an event fundraising or community fundraising role  
Demonstrable experience of successfully working to budgets and plans  
Demonstrable experience of raising income  
Demonstrable experience of delivering successful projects  
Previous line management experience  
Demonstrable experience of developing ideas which has led to successful outcomes  
Setting and monitoring income and expenditure budgets | Experience of fundraising making appropriate use of volunteers  
Experience of home-based working |
| **Skills:** | Ability to work independently under own initiative and cooperatively as part of a fundraising team  
Ability to be the decision-maker  
Skilled at developing and maintaining internal and external working relationships at all levels  
Ability to prepare detailed reports and proposals and deliver these to external audiences  
Ability to manage multiple projects | Knowledge of fundraising law and practice and the new GDPR regulations  
Experience of using a database |
| Excellent attention to detail |
| Excellent presentation skills |
| Excellent organisation skills |
| Proficient in the use of Microsoft Office packages including Word, Excel & Powerpoint |

**Personality:**
Outgoing, confident, friendly, positive, professional and a team player
Determined to succeed

**Education:**
Degree level or equivalent qualification
Member of Institute of Fundraising

**Other:**
Flexibility and willingness to work some unsocial hours
Knowledge of type 1 diabetes, diabetes research and JDRF
Role requires the post-holder to have a car and clean driving licence available for use

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**EQUAL OPPORTUNITIES**

JDRF is an equal opportunity employer and does not discriminate against employees for job applications on the basis of race, sexual orientation, religion, colour, sex, age, national origin, disability or any other status or condition protected by applicable law. This policy extends to but is not limited to recruitment, selection, remuneration, benefits, promotion, training, transfer and termination.

**JDRF is a registered charity No. 295716 (England and Wales) and SC040123 (Scotland)**

Raising funds for research to find a cure for type 1 diabetes. www.jdrf.org.uk