

Job Description

Senior Philanthropy Officer

BACKGROUND

Human trafficking is said to be the greatest human rights issue of our time and is much closer than what most of think. It is hidden in plain sight and has been identified in every local authority in Scotland. We believe that everyone deserves to live in freedom with dignity and respect. Our vision is a Scotland where human trafficking has been eliminated and the survivors of trafficking are valued in a caring society.

This role offers an exciting opportunity to be an integral part of the SOHTIS team, developing and delivering our fundraising strategy which results in victims of trafficking being recovered and survivors rebuilding their lives.

Working closely with our CEO, the Senior Philanthropy Officer will have a key role in the development of the organisation. Using their experience in fundraising and relationship management the successful candidate will develop relationships with prospective major donors as well as maximising and creating opportunities with Corporates and Trusts.

MAIN RESPONSIBILITIES

The Senior Philanthropy Officer will work closely with and directly support the CEO to deliver the organisation's agreed vision and strategic plan. The post holder will be specifically responsible for establishing, cultivating and developing mutually beneficial relationships so as to raise levels of philanthropic income for SOHTIS' core and project costs.

Strategic Development

- The development of the SOHTIS Fundraising Strategy in line with the organisation's vision and charitable objects
- Responsibility for the development of corporate donor and grant making trusts relations
- Responsibility for the creation of donor relationships, focusing on an engaging case for support and ensuring an excellent standard of cultivation and stewardship
- Design and implement a year round programme of relationship development/stewardship and cultivation events and fundraising opportunities
- Explore opportunities presented by other forms of mass fundraising, such as crowdfunding and social media in order to open up new income streams

Relationship & Account Management

- Responsible for a personal income target by systematically managing a portfolio of individuals of prospects and existing donors
- Responsibility for the growth of corporate donors and grant making trusts in order to raise agreed levels of income to support the organisation's strategy
- Keep meticulous electronic records of all approaches and their outcomes and to record all relevant information in accordance with GDPR
- Develop and maintain a strategy and programme for ensuring effective and timely reporting to major donors
- Ensure that all fundraising activities comply with the fundraising policy and industry best practice

Communications

- Work with the CEO to develop the SOHTIS brand and key messages
- Work with the CEO to ensure the production of appropriate donor communication, retention and solicitation materials and for producing effective and timely fundraising proposals
- Ensure that all individual donors are thanked and stewarded in a timely and professional manner, in line with the SOHTIS Fundraising Strategy
- Provide fundraising reports for the Board of Trustees and Advisory Group as agreed

General

- Ensure that all fundraising activities comply with the fundraising policy and industry best practice
- Effectively manage and utilise a group of volunteer fundraisers, maximising capacity and utilising skill sets
- Maintain up-to-date knowledge of giving methods and tax effective giving
- Undertake any other duties as directed by the CEO

SUPPORT & SUPERVISION

SOHTIS is committed to positive and open working relations and therefore in addition to formal quarterly Support & Supervision and Annual Appraisal sessions there will be the opportunity to engage with the CEO informally on a regular basis. In addition, SOHTIS will make every effort to secure external support sessions with an experienced, high level fundraiser.

MAIN TERMS OF EMPLOYMENT

Reporting to	CEO, SOHTIS
Salary	Circa £35k pro rata depending on experience
Location	Home working with mix of team meet ups
Duration	Permanent post with three-month probation period
Hours	32-37.5hrs/wk by negotiation (job share considered)
Flexible working	We provide flexible working arrangements to support personal circumstances.
Holidays	28 days per year pro rata, including public holidays
Pension	The charity has an auto-enrolment scheme and will make a 2% contribution