



Community and Trust Fundraising Co-ordinator

Salary:	£29,361.00 - £32,930.00 (Full Time) £17,127 - £19,209 pro rata
Working hours:	21 hours per week, on-site, and possibly working one day per week from home
Reporting to:	The Welcoming CEO
Line Management Responsibilities:	N/A
Length of Contract:	1 st October 2024 - September 2025 (12 months to start with and with the possibility for renewal)
Key Working Relationships:	Internal: Senior Management Team and project coordinators. Please refer to our organogram (attached). External: Service users, funders, and partner agencies.

About Us:

The Welcoming Association (TWA) Edinburgh (www.thewelcoming.org) is the only organisation in Edinburgh that specifically supports New Scots (asylum seekers, refugees and migrant people). The organisation has helped New Scots since 2000 by ensuring they feel at home in their new communities.

The Welcoming builds community by connecting locals and New Scots through social and cultural exchange and collaborating with others to share knowledge and influence positive change. We run a high-quality and responsive ESOL programme, employability, befriending, and energy advice, and offer many cultural activities, and have a unique track record of working with New Scots.

Role Overview:

We seek a passionate and motivated Community and Trust Fundraising Coordinator to join our team. This role is vital in securing funding from trusts, foundations, and the local community to support our ongoing projects and initiatives. The successful candidate will work closely with the CEO to identify funding opportunities, build relationships with key stakeholders, and craft compelling funding proposals.

Key Responsibilities:

- Consult with TWA's CEO to review needs and opportunities and assist in developing a fundraising strategy for TWA.
- Research and identify potential trusts, foundations, and community funding sources.

The Welcoming Association, 20/1 Westfield Avenue, Edinburgh EH11 2TT
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- Develop and maintain strong relationships with donors, trustees, and community partners.
- Prepare and submit persuasive grant applications and funding proposals.
- In collaboration with project co-ordinators and grant holders, ensure timely reporting on funding progress and compliance with donor requirements.
- In collaboration with the Communications and Campaigns Co-ordinator, organise and co-ordinate community fundraising events and campaigns.
- In collaboration with the Communications and Campaigns Co-ordinator, develop and implement marketing strategies to promote fundraising campaigns and events utilising a variety of communications channels.
- In collaboration with the Finance Manager, and based on their input, co-ordinate the timely preparation of financial reports for funders.
- Work with the Communications and Campaigns Coordinator to publicise fundraising activities.
- Develop a calendar / schedule for fundraising activities and maintain accurate records of all fundraising activities and donor interactions.

Collaboration and Teamwork

- Collaborate with relevant team members to align fundraising efforts with overall organisational objectives.
- Work closely with volunteers and board members to leverage their support.
- Where relevant, collaborate with partner organisations on the development of joint funding proposals and applications.

Sector awareness

- Stay updated on fundraising trends, best practices, and changes in regulations affecting non-profit organisations and their funding / income, feeding these back into team planning as appropriate.
- Ensure regular monitoring and information gathering about funding opportunities.

Person Specification (A = assessed at application stage. I = assessed at interview stage)

Essential	Desirable
Education and Qualifications	
<ul style="list-style-type: none"> • You will be educated to degree level or SCQF Level 9 (please see here for more information) or have equivalent skills and experience in Marketing, Public Relations, Journalism, Communications or Campaigning (A) 	<ul style="list-style-type: none"> • Qualification in Fundraising (A) • Direct lived experience as a refugee, asylum seeker or migrant (A)
Experience	

<ul style="list-style-type: none"> • Experience in writing successful fundraising applications to foundations and charitable trusts. (A/I) • Experience/ability to develop and implement fundraising strategies. (A) • Ability to write compelling and innovative proposals and funding reports. (A) • Ability to work on own initiative and to meet tight deadlines. (A/I) • Ability to work well within a team and support the teams working and managing funded projects with information on funder requirements and funder liaison. (A/I) • Excellent verbal and written communication skills for a wide range of audiences. (A/I) • Demonstrable ability to develop relationships with grant-making organisations. (A/I) 	<ul style="list-style-type: none"> • Experience of work with migrant, refugee, minority ethnic and socially disadvantaged communities (A)
<p>Knowledge, Skills and Attributes</p>	
<ul style="list-style-type: none"> • Knowledge of the third sector's unique challenges, opportunities, and regulations. (A/I) • Familiarity with various fundraising strategies, including individual giving, major gifts, grants, corporate partnerships, and events. (A) • Knowledge of budgeting, financial reporting, and the ability to articulate how funds will be utilised to achieve the organisation's mission. (A) • Proficiency in writing compelling grant proposals and understanding grant application processes. (A) • Strong interpersonal skills to cultivate and maintain relationships with donors, volunteers, and other stakeholders. (A/I) • Efficient time management and prioritisation to meet fundraising goals and deadlines. (A/I) • Willingness to work flexible hours, including some occasional evenings and weekends to accommodate organisational needs (I) • Commitment to the vision and the values of The Welcoming Association (I) 	<ul style="list-style-type: none"> • Basic data analysis skills to evaluate fundraising performance and make data-driven decisions. (A) • Ability to handle rejection and setbacks, maintaining motivation and focus on long-term goals. (A/I) • Knowledge of the Scottish third sector's unique challenges, opportunities, and regulations. (A) •