



Job Description

Corporate and Events Fundraising Officer

This is a new role

For over 50 years, Cyrenians has tackled the causes and consequences of homelessness. We understand that there are many routes into homelessness. And that there is no 'one size fits all' approach to supporting people towards more positive and stable futures.

Our mission is to tackle the causes and consequences of homelessness through learning from lived experience; by delivering targeted services which focus on prevention, early intervention and support into a home; and by influencing changes in legislation and policy.

Our way of working is built on four core values, which are at the heart of all our work and decisions:

Compassion Respect Integrity Innovation

[Read more about us and our values](#)

1 Main Aims

This role is an essential part of our Relationships Team - incorporating Fundraising, Communications and Press & Public Affairs. This is a rewarding role which is part of a collaborative, supportive and motivated team.

This role will develop and nurture relationships with corporate supporters in order to increase support, helping to create a financially sustainable organisation capable of meeting its strategic ambitions for those we exist to support.

2 Areas of Responsibility

Supporter Development

- Maintain and develop an existing portfolio of corporate partnerships through exceptional stewardship.
- Implement high quality donor journeys - including facilitating engagement activity and project visits - to bring corporate supporters closer to Cyrenians and maximise the value of these relationships.
- Manage regular communications with corporate supporters, delivering innovative and relevant communications to increase conversion and retention and sustain long term engagement.

- Lead on the delivery of our programme of challenge events including the Edinburgh Marathon Festival and Kiltwalk, working alongside the Individual Fundraising Officer on the recruitment of participants.
- Support the Fundraising Manager to plan and deliver bespoke Cyrenians fundraising events, in line with corporate partnership, sponsorship and participation opportunities.
- Develop attractive sponsorship packages where appropriate, to increase income and gifts in kind, and reduce expenditure.
- Support the Fundraising Manager with Charity of the Year and other corporate funding applications and reporting as appropriate.
- Work with the Fundraising Coordinator to maintain and enhance our group volunteering programme, and work with wider project teams to deliver corporate engagement activity.
- Work with Individual Fundraising Officer on establishing, recruiting and maintaining a payroll giving programme to deliver sustainable and predictable income.
- Work with the wider Relationships team to promote corporate partnership activity and opportunities on our digital channels and in the press.
- Increase Cyrenians' presence in the business community across Edinburgh and the Central Belt/Scotland through networking events, network mapping, delivering presentations and securing speaking opportunities.
- Work collaboratively with the wider Cyrenians team, to identify and follow-up opportunities to increase engagement and raise income and awareness.
- Ensure the timely and consistent input of supporter data into our supporter database in line with GDPR including, where appropriate, opt-in consent and Gift Aid declarations.
- Support the development and implementation of appropriate policies and procedures in line with legislative and regulatory requirements which relate to corporate fundraising, including drafting partnership agreements.

Fundraising Strategy

- Work with the Fundraising Manager to contribute to a strategic approach to corporate and event support, to increase income levels year on year and contribute to a sustainable organisation.
- Lead on the creation of an operational plan for corporate support, ensuring its implementation and reviewing its progression continually so that objectives are met or exceeded.
- Keep up to date on fundraising events and activities, and the wider business landscape e.g. by attending sector user group meetings, and actively making recommendations to your line manager.

Monitoring and Reporting

- Regular reporting of corporate and events fundraising progress against funding targets and social outcomes/returns.

Other Duties

- Assist at fundraising events as required.
- Support the work of the fundraising team to generate income and grow Cyrenians supporter base across all audiences
- To adhere to all Cyrenians policies and procedures; in particular to adhere to and promote good practice regarding i) volunteers ii) confidentiality; iii) Health & Safety of self, colleagues, volunteers and service users; and iv) equality of opportunity.
- To undertake any other duties that may reasonably be expected to fulfill the role.

3 Person Specification

Knowledge and Experience <ul style="list-style-type: none">• Demonstrable experience of fundraising and generating unrestricted income.• Knowledge of current fundraising environment, including compliance with fundraising standards.• An understanding of the Scottish business community and its relation to charity support• Experience of planning and managing budgets.• Experience of running fundraising events.	Essential Essential Essential Essential Desirable
Skills and Attributes <ul style="list-style-type: none">• Strong relationship and partnership building skills.• Able to manage a varied workload to meet deadlines.• Able to support and work well in a diverse team.• Strong digital skills.• Strong communication skills.• Patient and respectful of all people, whatever their background or presenting behavior.	Essential Essential Essential Essential Essential
Qualifications <ul style="list-style-type: none">• Member of Chartered Institute of Fundraising or other relevant, recognised professional body.	Desirable

4 Terms & Conditions

Employer: Cyrenians
Line Manager: Fundraising Manager, Relationships Team
Reporting: Report against work plan at regular support and supervision meetings.

<u>Liaison with:</u>	Fundraising and Relationships Team
<u>Workplace:</u>	Edinburgh based (Norton Park office) with travel across Edinburgh and Scotland as required. Hybrid working options are available by negotiation.
<u>Working Hours:</u>	37 hours per week, including occasional evening and weekend work.
<u>Annual Leave:</u>	25 days plus 10 public holidays
<u>Salary:</u>	£28,759 - £31,595 per annum (scale point 25 to 28).
<u>Pension:</u>	Auto-enrolment into Qualifying Workplace Pension Scheme (QWPS) which is a Group Stakeholder Pension Scheme – current contributions being 5% employee and 3% employer. Option of enhanced Employer contributions to the same QWPS of 6% initially, rising to 9% after 2 years and 12% after 5 years (subject to employee contributions of 6%)
<u>Disclosure:</u>	Not required

5 Closing Date and Interviews

Closing Date – 12 noon on Monday 6th May 2024.

Interviews – will be held during the week of 13th May 2024.

Second stage – to be confirmed

Please refer to our Recruitment Information leaflet for further information on completing and submitting your application form.

Further information can be found at www.cyrenians.scot