

Partnerships and Events Officer

Identifying Facts

Job Title:	Partnerships and Events Officer
Service Sector:	Fundraising and Communications
Reporting to:	Head of Fundraising and Communications
Organisational Relationships:	Head of Fundraising and Communications, Major Gifts Officer, Fundraising Administrator
Line Manages:	N/A
Location:	Vantage Point, St Johns Road, Edinburgh/Hybrid

Contracted Hours:	37 hours per week
Contract:	3 years fixed term
Salary:	£29,535
Annual Leave Entitlement:	32 days

Job Purpose

This role is central to Capability Scotland's capital appeal for Our Inclusive Community Project (OICP). The development of a new community for disabled people in Perth. The post holder will support the delivery of fundraising activities by proactively building, developing, and managing a portfolio of partnerships with corporates and community groups. Lead our special events (for example, concerts, Balls, golf days) and third-party challenge events that will support the fundraising appeal for Our Inclusive Community Project.

Major Tasks

1. Income Generation
2. Portfolio Management
3. Secure New Partnerships
4. Event Management
5. Reporting
6. Database Management

Main Activities

1. Income Generation
 - 1.1 Secure high level five and six figure gifts from partnerships.
 - 1.2 Generate income from events to meet agreed targets.
2. Portfolio Management
 - 2.1 Manage a portfolio of community and corporate partnerships.
 - 2.2 Ensure donors receive effective stewardship to maximise funding opportunities.
3. Secure New Partnerships
 - 3.1 Research and identify new partnership opportunities, both community and corporate.
 - 3.2 Complete charity of the year and partnership applications.
 - 3.3 Create compelling presentations to secure new partnerships.

4. Event Management
 - 4.1 With support of the Fundraising and Communications Manager develop and implement a calendar of special events.
 - 4.2 Plan and co-ordinate large scale fundraising events, for example charity dinners and golf days.
 - 4.3 Work with the major gifts officer to plan exclusive events for major donors.
 - 4.4 Grow participation in third party events, for example The Kiltwalk, Edinburgh Marathon Festival.
 - 4.5 Provide excellent stewardship that inspires ongoing support for Capability Scotland.
 - 4.6 Ensure activities are strategically planned and compliant with fundraising legislation and codes of conduct.

5. Reporting
 - 5.1 Monitor, analyse and evaluate the success of partnerships and events activity.
 - 5.2 Provide accurate, relevant, and timely information to the Fundraising Manager.

6. Database Management
 - 6.1 Maintain accurate donor details and records of communication on fundraising database, Raisers Edge.
 - 6.2 Use information from Raisers Edge to support stewardship activity and enhance opportunities to generate income.

Applicable for all roles:

To undertake any other duties related to the responsibilities of the post and which may be delegated by Capability Scotland management.

Person Specification

The post holder will have the following experience and abilities:

- Successful track record of securing significant funding from community and corporate partnerships.
- Experience of developing and managing a programme of internal and third-party events.
- Outstanding written and verbal presentation skills with the ability to get to the heart of complex information and express fundraising concepts persuasively and in concise plain English.
- Be target driven, with the ability to work consistently towards agreed financial targets.
- Well organised and efficient with the ability to effectively prioritise and manage time to meet deadlines.
- Good knowledge of Microsoft Packages and ability to use Customer Relationship Management databases preferably Raiser's Edge.
- Self-motivated with the ability to work both alone and as a member of a team.