

Job Description and Person Specification

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| Job Title: | Fundraising Officer |
| Salary: | £30,000 per annum (28 hours pro rata) |
| Contract Term: | Funded for 12 months (With the expectation to extend this subject to funding) |
| Hours of Employment: | 28 hours per week |
| Working pattern: | Flexible, within core office hours of 9.30 to 5.30pm |
| Location: | Central Edinburgh with the flexibility of a hybrid working pattern |
| Reports to: | Communications and Supporter Care Manager |

About Prostate Scotland

At Prostate Scotland, we are dedicated to supporting men across Scotland in their prostate health journey. Nearly 1 in 2 men in Scotland will be affected by prostate disease at some stage of their lives and 1 in 10 are likely to develop prostate cancer. Our mission is to inform, educate, support, campaign, and advance on prostate disease in Scotland.

Purpose of the Role

The **Fundraising Officer** plays a key relationship-focused and operational role in enabling and supporting income generation across Prostate Scotland. The postholder will contribute to the delivery of high-quality fundraising campaigns, events, and supporter engagement activity, initially with a focus on supporting individual and community supporters. Thereafter the focus would be on developing corporate fundraising and sponsorship. Working closely with colleagues across fundraising, communications and supporter care, the Fundraising Officer will provide essential relationship-management and operational support to ensure fundraising activity is well coordinated, effectively delivered and accurately reported. This role is suited to an initiative taking, people-focused fundraiser who enjoys building relationships, supporting team delivery, and contributing to the growth of sustainable income streams.

Main Duties and Responsibilities

Supporter Relationship Management

- Proactively support the stewardship of individual, and community supporters
- Administer donations and supporter communications, including acknowledgements, thank-you letters and certificates
- Maintain accurate and up-to-date supporter records, ensuring data quality and compliance

Community and Events Fundraising Operations

- Provide end-to-end support to fundraisers participating in large scale outdoor events (e.g. Edinburgh Marathon Festival, Kiltwalks)
- Steward supporter-led fundraising activities by providing guidance, materials and fundraising tools
- Coordinate fundraising merchandise with Office Administrator

Corporate Fundraising and Sponsorship Support

- Support the development, delivery and administration of Prostate Scotland's corporate fundraising and sponsorship activity
- Assist with researching, identifying, and qualifying prospective corporate partners
- Support the stewardship of workplace / corporate supporters, ensuring timely communications, recognition and reporting
- Maintain accurate records of corporate fundraising activity, pipelines, and income
- Contribute to the preparation of corporate proposals, presentations, partnership materials and reports

Fundraising Administration

- Provide administrative and operational support to the fundraising and supporter care team, ensuring activity is delivered efficiently
- Liaise with the Financial Coordinator to log and reconcile donations. Support internal systems, processes and working groups (e.g. CRM development)

Events, Engagement and Representation

- Represent Prostate Scotland at fundraising/ supporter and corporate events as required
- Work with the Volunteer Co-ordinator to support volunteers and Prostate Champions

Communications and Collaboration

- Work closely with the Communications and Supporter Care Manager to provide updates, supporter insights and reports
- Contribute ideas and content for supporter communications, fundraising promotion and social media
- Support awareness-raising and engagement activities linked to prostate health

General

- Update website pages related to fundraising
- Attend working groups and internal meetings as required
- Undertake other reasonable duties as agreed by the CEO and Communications and Supporter Care Manager
- Act as cover for publication orders, stock monitoring and electronic publications
- Act as cover for shared fundraising and information inboxes as required

Person Specification

Essential Experience

- Experience of supporter care working in the third sector
- Experience of managing relationships with individual or community fundraisers
- Experience of CRM or database administration
- Experience supporting projects, campaigns or events

- Strong understanding of fundraising or income generation approaches and processes
- Experience of administration and operational support within an office or charity setting

Desirable Experience

- Experience of corporate fundraising, sponsorship or partnership working
- Experience of supporting income pipelines, reporting or stewardship processes
- Knowledge of prostate cancer, men's health

Skills and Attributes

- Strong interpersonal and relationship-building skills
- Excellent customer care and communication skills
- Highly organised with strong attention to detail
- Able to manage multiple tasks and support team priorities
- Confident using Microsoft Office, CRM systems and databases
- Good digital communication skills
- Proactive, flexible, and willing to learn
- Willingness to attend occasional weekend or evening events and engage with local groups

All candidates must have the right to work in the UK. This includes holding a valid visa that permits employment. Evidence of this eligibility will be required prior to the commencement of employment. Prostate Scotland provides an ever-evolving service and staff are expected to participate constructively in Prostate Scotland activities and to adopt a flexible approach to their work. The job description is not intended to be exhaustive and is indicative of the nature and level of the responsibilities associated with the post at the date it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations cannot of themselves justify a reconsideration of the terms and conditions of employment associated with the post.