

## Job Description



### Fundraising Coordinator

**JOB TITLE:** Fundraising Coordinator

**LOCATION:** Hybrid: Nearest SU Office\*/Home

\* Head office is located in Bridgeton, Glasgow and this is where most internal contacts for this role will be based.

**RESPONSIBLE TO:** Head of Fundraising

**CONTRACT TERM:** Permanent/Full time

#### OVERVIEW

Scripture Union (SU) Scotland's vision is:

**To see the children and young people of Scotland  
exploring the Bible and responding to the significance of Jesus**

**ROLE PURPOSE:** The Fundraising Coordinator will work closely with Fundraising Team to help deliver our fundraising and development priorities. The role will work across all income streams – trusts, major donors, individual giving and legacies with a strong focus on securing trust and foundation income, fundraising administration, supporter care and the coordination of fundraising materials and resources. The role will also contribute to reporting of Scripture Union's impact - collecting data, case studies and updates from across our ministries to report back to funders. The post holder will also be involved in research to find new funding sources and prospects.

#### WORKING RELATIONSHIPS

**Internal:** Fundraising, Communications, Leadership Team, Finance, Regional Team Leaders and staff, Head of Centres

**External:** suppliers and agencies for design, copywriting, print and fulfilment, churches and church leaders, supporters, volunteers, trusts

#### MAIN TASKS AND RESPONSIBILITIES

##### 1. Fundraising administration & communications

Maintain administrative systems, fundraising CRM, and databases, keeping up-to-date records of opportunities, applications, and results. Contribute to the administration and stewardship of donors and work with the Fundraising team to coordinate and improve supporter care processes. Develop and update fundraising materials and resources. To be the first point of contact for all fundraising enquiries responding promptly to all supporters. Coordinate and help prepare internal reports and reviews across all fundraising channels. Taking minutes at key fundraising meetings.

##### 2. Major donor and trust fundraising support

Provide support to the Major Donor and Trusts Manager by conducting detailed, compliant research, including identifying new potential high-value supporters and trust funding sources for SU Scotland. Coordinate funder reporting, including managing deadlines, coordinating input across all teams, and generating data from our

CRM system, collaborating with the wider team to produce reports for funders as required. Working with the Major Donor and Trusts Manager, develop and write high-quality proposals to encourage new trust funder relationships.

### **3. Individual giving support**

Provide support to the Individual Giving Manager across a wide range of income streams: appeals, legacy fundraising, regular giving programme, donor acquisition and supporting the wider staff team in fundraising. Support the delivery of individual giving fundraising activities and campaigns. Liaise with suppliers and agencies for design, copywriting, print and fulfilment; ensuring they meet agreed standards and deadlines and provide best value for the campaigns. Involvement in social media, video and other creative projects and tasks.

### **4. Fundraising events**

To coordinate key fundraising events such as the annual SU Fundraising Dinner and other supporter focussed events. To work with other teams to coordinate SU presence at Christian festivals and events.

### **5. To be involved in support raising**

Each member of the SU Scotland staff team is involved in support raising and contributing our current strategy focus of “grow the team”. Time is set aside as part of the working week for these tasks. Action plans may include:

- personal approaches to potential donors and prayer supporters to invite them to partner in your ministry
- regularly updating your action plan and keeping track of tasks undertaken
- regular communication with existing prayer and financial supporters to ensure they are well-informed and their contribution appreciated
- promoting volunteer opportunities

## **OTHER DUTIES**

In common with all SU Scotland staff members:

- further the aims and activities of SU Scotland
- undertake professional development through active participation in regular work coaching, appraisals, supervision and internal or external training as required or individually identified
- take part in other SU activities where appropriate, including national committees and events as agreed with your line manager
- demonstrate commitment to the SU Scotland ethos, vision, values and work practices, and the wider ministry of SU in Scotland and beyond

## **OCCUPATIONAL REQUIREMENT**

An Occupational Requirement applies in terms of the Equality Act (part 1, schedule 9), This post requires the occupant to have a personal faith in Jesus Christ as Saviour and Lord and to believe the Bible to be fully trustworthy in all that it affirms, and the highest authority for faith and life in keeping with SU Scotland’s statement of faith. These principles require to be applied alongside the professional skills required in this role.

**The above list is intended to give an indication of the range of duties for the role. Other tasks/responsibilities, appropriate to the remit, will be expected as required.**

March 2024