

Job title:	Community Fundraising Manager – Scotland
Location:	Home based (Scotland)
Department:	Community Fundraising (Events & Community Fundraising Team)
Reporting to:	Senior Manager – Community Fundraising
Direct reports:	Volunteers
Salary:	£33,000 - £35,000

About us

We are the UK charity for individuals and families living with muscle-wasting conditions and this role is with the Events and Community Fundraising Team. In Community Fundraising we are the team that builds relationships with our supporters, families, and event participants to fundraise so that MDUK can continue to find treatments and ultimately cures through research, and to drive improvements in care and quality of life.

In this small but close team there are four other Community Fundraising Managers covering the rest of the UK and a Senior Manager who can support you and the rest of the team in delivering an excellent supporter journey to deliver the charities aims.

Main purpose of role:

This is an exciting opportunity as we look to grow and develop relationships across an already successful region. The post will provide support for our fundraising families and individuals Scotland, drive new opportunities through our fundraising campaigns as well as building up our volunteer network through new and established Fundraising Groups

As Community Fundraising Manager you will need a flexible approach to your working hours as the role may require some evening and weekend work.

The post holder will build relationships and manage both supporters and volunteers within the local community creating an impact by maximising financial contributions and raising awareness of fundraising for Muscular Dystrophy UK.

Responsibilities of the role include:

- Recruiting new supporters, volunteers, and fundraising groups to raise funds for Muscular Dystrophy UK.
- Delivering our key fundraising campaigns such as Fundraise Your Way and Double Your Donation to maximise on relationship building and fundraising within the region

- Delivering at least two Big Fundraiser Days out across your region to create peer to peer opportunities and deepen relationships with supporters and families
- Spending most of your time actively engaging with supporters and volunteers in your region
- Putting relationships at the heart of your work, through on-going re-engagement and the building of new networks.

MAIN TASKS AND RESPONSIBILITIES

1. Regional Development:

- To work with the Senior Manager to develop and implement the area fundraising plan the region to support existing relationships and continue to build a sustainable volunteer led fundraising network.
- To demonstrate a growth mind set by identifying new opportunities which will lead to “new” support, fundraising initiatives, and financial growth in the region.
- To identify the key skills and attributes of the supporter base required to recruit, manage, motivate and retain individuals and groups
- Ongoing management of supporters and volunteers including monitoring performance and identifying effective methods of motivation
- Manage a network of both warm and cold supporters across the region providing support and maximising income generation through their fundraising activities
- To ensure that a high-quality supporter journey is maintained for all volunteers, supporters and participants.

2. Branches, Family Funds and Fundraising Groups

- To act as the relationship manager to support Branches, Family Funds and Fundraising Groups within the region providing:
 - Point of contact for advice and support on fundraising matters
 - Working with groups to maximise fundraising opportunities and income
 - Advice and guidance on fundraising activities
 - Face-to-face contact as appropriate
- To create an agreed number of new fundraising groups in the region using resources available
- To spot potential with supporters that would like to become a Family Fund with the charity

3. Business Planning and Operations

- Manage and deliver an agreed income and expenditure budget
- Monitor income and expenditure variances and implement solutions to rectify them if appropriate
- Continue to update and deliver your area fundraising plan
- Ongoing usage of our supporter relationship database (Dynamics) to support fundraising activity and to ensure a high level of service to our volunteers/supporters
- Produce detailed, accurate and timely reports on performance against income and key targets
- Work with the Supporter Services team to ensure all donations from the region are banked and thanked in accordance with the donors wishes

- Work with colleagues across the organisation to maximise value of all opportunities.

4. Initiative

- Initiative in maintaining good relationships with other staff within the charity to assist in joint working, strengthen communication, solve problems and to ensure that the Charity's objectives are met
- Initiative in maintaining a high level of sensitivity and tact when liaising directly with people affected by muscular dystrophy.

5. Values and behaviours

- A positive attitude and approach that reflect the [charity's values](#)
- To contribute to the development of the charity and the fundraising team
- A commitment to and an understanding of disability issues, equal opportunities and diversity
- To always demonstrate role model behaviour.

1 Education and qualifications	
• Evidence of excellent communication skills both written and verbal	Essential
2 Experience	
• Experience in the development of fundraising supporters and volunteers, with excellent management and communication skills.	Desirable
• Good experience of recruiting, managing and motivating supporters and volunteers	Desirable
3 Personal qualities and knowledge	
• Committed, self-motivated and hard working	Essential
• Have a commitment to Muscular Dystrophy UK's Equal Opportunities policy and vision and values	Essential
• Planning - The ability to develop and implement clear and robust plans for self and others to follow.	Essential
• Leadership - The ability to set instructions whilst empowering others to accomplish tasks. Demonstrates flexibility by adopting a management style to the given situation.	Essential
• Organisational skills - The ability to manage own time and tasks effectively. Taking an approach that is results orientated and systematic making you personally effective in managing own workload complying with set (i.e. in-house policies, legislations, etc).	Essential
• Ownership and accountability - The ability to accept responsibility for own area of work, identifying critical elements and working in a pro-active/solution focused way to achieve.	Essential
• Teamwork - The ability to accept responsibility for own area of work, identifying critical elements and working in a pro-active/solution focused way to achieve.	Essential
• Communication - The ability to represent Muscular Dystrophy UK effectively and professionally. Produces clear and effective communications appropriate to the audience, utilising the most appropriate channel and in keeping with brand guidelines.	Essential
• Self-Development - The ability to constantly challenge and improve self and others demonstrating ambition for self and charity to achieve goals.	Essential
• Supporters and volunteers - The ability to work effectively with supporters and volunteer to deliver business goals. Recognises their value and	Essential

contribution – empower others through provision of support, coaching and training.	
<ul style="list-style-type: none"> Flexible and willing to manage your own diary as necessary to accommodate fundraising events during an evening and weekend. 	Essential
<ul style="list-style-type: none"> IT literate including use of a Database (Dynamics), Microsoft Office and social media. 	Essential
<ul style="list-style-type: none"> Must be able to drive and hold a full driving licence. 	Essential
4. Details	
<ul style="list-style-type: none"> Hours – 35 per week 	
<ul style="list-style-type: none"> Holidays – 25 days 	