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|  | Role Profile |

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| **Development Officer** | | | |  | **Purpose** |
| **Reference No.** | FCCT/DO/2025 | **Type** | Individual |  | As FCCT’s Development officer you will adopt principles of relational fundraising to increase the amount of unrestricted funding flowing into FCCT. You will drive our fundraising efforts through innovative solutions and data-driven strategies. Through transparent, high-integrity reporting and excellent communication you will build and nurture key relationships with partners, funders, and donors. FCCT’s values will underpin all of your activity, and you will work closely with the Communications Team, Support Services, Head of Development and all other FCCT departments to further develop and deliver FCCT’s fundraising strategy. |
| **Service** | Support Services | | |  |
| **Job Family** | FCCT - Professional | **Grade** | FC6 |  |

| **Key Responsibilities -** For this role, there is an expectation that all, or a combination, of the following will be undertaken: |  | **Person Specification: Skills, Knowledge, Qualifications or Experience -** Criteria can apply to more than one task or responsibility | **E** | **D** |
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| Develop and implement effective fundraising campaigns to support the delivery of FCCT’s strategy in alignment with our Mission, Vision, and Values. |  | Experience in fundraising, with a proven track record of successful campaigns and/or generating unrestricted income in the charity sector. |  |  |
| Leverage digital tools to enhance online fundraising efforts and engage with donors. |  | Proficiency in CRM use (preferably Salesforce), PowerAutomate, and the O365 suite (Excel, Power BI, Word, Outlook, etc.). |  |  |
| Utilise Salesforce to manage donor relationships, track contributions, and analyse donor data. |  | Educated to SCQF Level 8 which includes HND or SVQ Level 4 or equivalent in a relevant field (e.g., Marketing, Business, Nonprofit Management). |  |  |
| Collaborate with the communications team in the development and updating of policies relevant to Fundraising, Brand awareness and Marketing in accordance with best practice. |  | * Strong ability to analyse data and generate actionable insights. |  |  |
| Work closely with the Communications Team to align fundraising strategies with overall organisational goals. |  | * Innovative thinking to develop new fundraising ideas. |  |  |
| Design and implement workflows using PowerAutomate to streamline fundraising processes and improve efficiency. |  | Meticulous approach to managing donor data and campaign details. |  |  |
| Use the O365 suite, including Excel and Power BI, to analyse fundraising data and generate insightful reports. |  | Genuine interest in FCCT's Mission, Vision, and Values. |  |  |
| Utilise research, benchmarking, consultation and analysis of written and statistical data to support informed decision making across all fundraising functions and relevant wider FCCT functions. |  | * Experience of data gathering and analysis |  |  |
| Support the SMT and wider team with opportunities for collaboration and funding of projects |  | * Ability to use own initiative, and a willingness to learn new skills |  |  |
| Act as point of contact between FCCT and potential/ongoing partners/funders/donors and support donor relationships carried by other members of the FCCT team |  | * Ability to communicate effectively with people at all levels, both internal and external. |  |  |
| Create and maintain a range of documentation including fundraising reports, news items, fundraising guides, standard templates, promotional materials etc. |  | * Excellent written and verbal communication skills. |  |  |
| Support the HMH office by providing administrative cover during periods of annual leave as may be required. |  | * Ability to produce high quality, accurate work to deadlines |  |  |
| Undertaking all other duties as required for the role. Duties will be in line with the grade. | | | | |

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| **Additional tasks or responsibilities –** this is a generic role, however this particular job may also require you to undertake the following: | | | | | | | | | |
| **Task or Responsibility -** For this role, there is an expectation that all, or a combination, of the following will be undertaken: | | |  | **Person Specification: Skills, Knowledge, Qualifications or Experience -** Criteria can apply to more than one task or responsibility | | | | **E** | **D** |
| Travel to other FCCT sites as required. | | |  | Driving License | | | |  |  |
|  | | |  | Flexible mindset. | | | |  |  |
| **Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required** | | | | | | | | | |
| Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one). | PVG Children | | | | PVG Protected Adults | PVG Both | None | | |
| Basic Disclosure | | | | Standard Disclosure | Enhanced Disclosure |
| **Additional Information –** the following information is available: | |  | **Expected Behaviours –** It is essential that you display the following behaviours as they are expected of all our employees: | | | | | | |
|  | |  | * Inclusive, Caring, & Generous * Fair, Respectful, & Charitable * Agile, Proactive, & Aspirational * Knowledgeable & Information led | | | | | | |