

Job Title: Charity Fundraiser

Reporting to: CEO

Location: 36A Inchmuir Rd, Whitehill Industrial Estate, Bathgate, EH48 2EP (Could be hybrid working)

Employment Type: 1 year contract, Full time but could be flexible

Salary: £30,000 - £35,000 (pro-rata)

About Us

West Lothian Foodbank has been providing emergency food parcels to those in the community most in need since 2012. West Lothian Foodbank is a local organisation which collaborates with people across the county, supporting anyone who doesn't have enough money to afford the essentials. We provide emergency food to those who are hungry or at risk of hunger. We make time for a cup of tea, treating people with dignity and connecting them to the wider support they need to address the underlying causes of their crisis. We collaborate with our partners, bringing services to where people need them in their community. We are part of the Trussell network. Together we share a vision for a UK where everyone has the basic essentials to survive.

The Role

This is an exciting opportunity to help West Lothian Foodbank realise its vision to end the need for Foodbanks and poverty in West Lothian. We are seeking a dynamic and motivated individual to join our team as a Charity Fundraiser. In this role, you will be responsible for planning, coordinating, and executing fundraising campaigns and events to generate financial support for our organization. You will proactively create and grow fundraising income opportunities with individuals, corporate partners, grant-giving trusts and foundations, and community groups. You will be at the heart of our local community, bringing our cause to life and building lasting donor relationships.

Through your fundraising expertise, you will have a proven history of building relationships with corporate partners, individuals and other donors to achieve and exceed annual income targets and KPI's. You will have demonstrable experience in creating and crafting compelling proposals and appeals that successfully engage and attract donations from new and existing supporters.

Key Responsibilities:

- Through excellent, comprehensive, and considered research, you'll identify and prioritise a pool of potential Trusts and Foundations funders for West Lothian Foodbank and, working with colleagues, you'll develop authentic, compelling, creative and winning funding bids that can successfully engage new and existing Trusts and Foundations funders.
- You will proactively identify, engage, and build good relationships with prospective corporate donors, successfully securing them as funding partners and aligning with their needs, motivations, areas of interest and values. Alongside this you will deepen engagement and grow our relationships and partnerships with existing corporate donors.
- Through the design and delivery of excellent, engaging, and regular stewardship communications and powerful fundraising appeals alongside establishing the associated data and systems, you will grow our income and pool of individual supporters making one off or monthly donations. You will also explore and implement ways of promoting West Lothian Foodbank to successfully attract an ever-greater number of individual donors.
- You will engage with local community groups, associations, events, schools, and businesses in order to grow West Lothian Foodbank community fundraising reach and income.
- You will work closely with and support the CEO of West Lothian Foodbank in maintaining and evolving the existing relationship with neighbouring Trussell Foodbanks, seeking and pursuing joint trusts funding opportunities.
- You will organise fundraising events: Plan and manage fundraising events such as walkathons, and online donation drives.

Person Specification

Essential criteria

- Fundraising qualification or qualified by experience. Proven excellent track-record in generating income from all income streams.
- Demonstrable experience of developing and managing high quality relationships with individuals, corporates, charitable trusts and foundations and/or business clients
- Specific experience of developing and submitting successful written applications with experience of securing funds/contracts
- Experience of setting budgets, monitoring income & expenditure and reporting against fundraising KPI's.
- Excellent organisational skills, attention to detail and experience of meeting financial targets Initiative-taking, self-motivated and organised – experienced at working independently, managing multiple priorities simultaneously and achieving success within a target driven environment.
- Excellent written and face-to-face communication skills clearly both formally and informally, verbally and in writing and the ability to connect with a range of different people, while inspiring and motivate existing and prospective supporters, providing excellent stewardship.
- Familiarity with fundraising regulations, as well as with relevant general charity legislation
- Strong customer focus and the ability to work well with a wide range of people and families, you will be able to demonstrate empathy for people from disadvantaged, marginalised or socially excluded backgrounds.
- Excellent IT skills of Microsoft Office Suite (Outlook, Word, Excel, and PowerPoint)

Desirable Criteria

- Professional qualification
- Knowledge of the trust funding and/or corporate landscape in Scotland
- Experience of the poverty charity sector
- Valid driving licence

Personal Attributes:

- Passionate about the organization's mission and goals.
- Ability to work independently and as part of a team.
- Creative, with the ability to think strategically and innovate new ways to generate funds.

The Application Process

Application deadline: Sunday 23rd February 2025

Interview date: Interviews will be held as applications are received.

Interview location: In person, Bathgate.

Interview format: 45-minute panel interview + 10-minute presentation and questions.

Interested candidates should submit your application form, CV and cover letter by email to Jobs@westlothian.foodbank.org.uk

Entitlement to work in the UK.

A job offer will be subject to confirmation that you are permitted to work in the UK in accordance with the provisions of the Asylum and Immigration Act 1996. You will be asked to provide evidence of your entitlement to work in the UK if you are successful and an offer of employment is made. Please note that West Lothian Foodbank does not hold a sponsor licence and, therefore, cannot issue certificates of sponsorship under the points-based system.