

JOB DESCRIPTION

POST TITLE:	Fundraising and Engagement Officer
Salary Scale:	£33,000 (Pro-rata)
Responsible to:	CEO
Location:	5a Atholl Place, Perth, PH1 5ND (Hybrid considered)
Hours:	14

ABOUT THE ROLE

The Fundraising and Engagement Officer is a part-time role focused on generating income to support Trauma Healing Together (THT) work with individuals affected by psychological trauma. Reporting to the CEO, the role involves cultivating and managing relationships with major donors and corporates, identifying and implementing income opportunities through training and services, and creating innovative donor engagement strategies. The officer will support the charity's visibility by producing promotional materials and representing the organisation at events, while collaborating with colleagues on cross-departmental initiatives. With a strong focus on achieving financial targets, the role requires exceptional communication skills, strategic thinking, and creativity to drive fundraising efforts and sustain impactful philanthropic relationships.

MAIN TASKS AND RESPONSIBILITIES:

1. Develop and grow private income with a focus on major donors and corporate partnerships, explore and present compelling funding opportunities.
2. Manage a portfolio of donors delivering excellent account management and stewardship, creating donor engagement plans using specific and clearly thought-out steps.
3. Planning and executing multi-channel supporter acquisition and fundraising campaigns.
4. Develop and embed systems and processes to underpin the fundraising process, such as prospect research, moves management, cultivation events and stewardship.
5. Ensure our donors/supporters receive the very best stewardship, feel valued for their support and become advocates to their friends, family and business contacts.

6. With support from senior colleagues, trustees and volunteers make asks and secure donations from high-net-worth individuals, corporates and trusts and foundations
7. Meet agreed income and KPI's targets and follow prescribed internal processes to ensure effective engagement with donors.
8. Develop effective and influential relationships with major donors through face-to-face or virtual meetings, communication, and special events. Utilising networking to mobilise introductions and generate new leads.
9. Create and implement effective systems for managing and maximalising income generation
10. Find opportunities for generating income through the delivery of our training and services.
11. Assist in the creation and production of brand communications and promotional materials, including supporting in our external communications plans relating to increase brand visibility of our philanthropy work.
12. Act as a representative for THT including attending donor meetings, fundraising and other THT events as required.
13. Work collaboratively with colleagues across THT on cross-departmental and organisational projects.

SKILLS AND KNOWLEDGE

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Educated to degree level (or equivalent experience) 	
Experience	<ul style="list-style-type: none"> • Experience of working in a fundraising, communications, marketing or sales position. • Experience of developing effective philanthropic relationships • Experience prospecting and building new business pipelines 	<ul style="list-style-type: none"> • Experience of working in the third sector. • Experience of working with social media platforms. • CRM data experience

Knowledge / Understanding	<ul style="list-style-type: none"> • Understanding of the financial challenges faced by charities in the current economic climate. • Knowledge of fundraising performance indicators (e.g., donor retention rate, average donation size). • Understanding of how to manage campaign budgets effectively and maximize return on investment (ROI). 	<ul style="list-style-type: none"> • Understanding of mental health and trauma • Understanding of Nonprofit Fundraising Regulations
Skills	<ul style="list-style-type: none"> • Ability to achieve financial and non-financial targets. • Proven leadership and management skills • An ability to operationalise business ideas, strategies, and tactics • Excellent communications skills across all media, conferences, meetings and one to ones • Sound IT skills in standard Microsoft packages. • Emotional intelligence and resilience • Efficient and reliable working practices • Methodical and thorough • Self-motivated, innovative, pro-active and target driven • A creative thinker: able to use initiative to develop philanthropy plans and create engaging resources. • Ability to manage own workload and a portfolio of different relationships. • Skills in securing sponsorships and partnerships with businesses. • Ability to design and implement long-term fundraising strategies that align with the charity's goals. 	<ul style="list-style-type: none"> • Proficiency in social media campaigns, email marketing, and online ads to raise awareness and funds.

ABOUT TRAUMA HEALING TOGETHER

As a charity we work closely with people who have experienced psychological trauma and are living with the symptoms of this. We work in partnership with trauma survivors to improve their quality of life through therapy, training and personal development, shaping future services and the understanding of trauma through research projects. We promote a holistic and multi-faceted approach to treating all types of psychological trauma, prioritising mutual understanding and respect of clients, staff and volunteers. As an organisation we thrive to be transparent, consistent and autonomous. We are looking for a person who shares our values and has skills that can contribute to shape a small growing charity.