



**COMMUNITY
FUNDRAISING OFFICER**



JOB TITLE

Community Fundraising Officer.

REPORTABLE TO

Head of Community Development.

HOURS OF WORK

30 hours per week.

SALARY

£17,290 pro rata.

CONTRACT TYPE

Permanent.

OVERVIEW

Dundee United Community Trust launched in 2017 and is the multi award-winning Official Charity of Dundee United Football Club. The vision for the Trust is to be the most innovative and impactful community trust of its kind in Scotland, recognised as a key player in sport and community development locally and a strong example of best practice in sport for change. Our mission is to work with Dundee United Football Club to improve the lives of people in Dundee and the surrounding areas. The Trust has four strategic pillars: Healthy Lifestyles, Lifelong Learning, Sport for All and Uniting the Community.

AWARDS & RECOGNITION

[Best Community Football for All Project](#) - 2019 Scottish FA East Region Awards.

[Best Professional Club in the Community](#) - 2019 Scottish FA Grassroots Awards.

[Good Governance Award](#) - the Quality Standard for Scottish charities.

[Best Para-Football Project](#) - 2020 Scottish FA East Region Awards.

[Best Professional Football Club \(Bronze Award\)](#) - 2020 UEFA Grassroots Awards.

USEFUL LINKS

[Dundee United Community Trust 2020-2025 Strategy.](#)

[Dundee United Community Trust 2020 Annual Report.](#)

PURPOSE OF THE JOB

This exciting new position within Dundee United Community Trust will be responsible for increasing the contributions of individuals and groups by building relationships and exploring new fundraising opportunities from various sources.

KEY TASKS

- Motivate and facilitate supporters to maximise the funds they raise.
- Inspire new supporters to raise money, while maintaining and developing relationships with existing supporters.
- Organise sponsored activities and fundraising events.
- Develop new and imaginative fundraising activities.
- Raise awareness of the charity and its work in Dundee and the surrounding areas.
- Identify and follow up opportunities to secure non-cash or in-kind support, eg volunteering, pro bono support, donations of equipment.
- Develop and implement a strategy for individual and corporate supporter recruitment and development.
- Oversee corporate fundraising, including payroll/matched giving and agreeing sponsorship of major events.
- Oversee legacy fundraising, including liaising with supporters who wish to leave something for the Trust in their will.
- Build and develop relationships with major donor fundraisers and key supporters who can donate high-value gifts.
- Manage and update databases to record donor contact and preferences.
- Make risk analyses and balancing time-cost ratios to focus effort on the fundraising activities that are most appropriate and will have the highest chance of success.

AREA

Experience

ESSENTIAL

- Managing and delivering fundraising events.

DESIRABLE

- Working with volunteers.

Skills, abilities and knowledge

- High level of knowledge of Microsoft 365 packages including Word, Excel and PowerPoint.

- Understanding of the third sector.
- Knowledge of GDPR and its implications on a charity.

Personal attributes and other requirements

- Demonstrable interpersonal and relationship building skills.
- Ability to inspire and motivate supporters.

- Have a full UK driving licence and access to a car.
- A member of the Institute of Fundraising.

AREA

Personal attributes and other requirements (cont.)

ESSENTIAL

- Excellent verbal and written communication skills.
- Ability to manage own workload and meet deadlines.
- Ability to work under pressure while maintaining a keen eye for detail.
- Exceptionally high standards.

DESIRABLE

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APPLICATION PROCESS

Those wishing to apply for the role of Community Fundraising Officer should send their CV and a covering letter detailing why you would be a suitable candidate to recruitment@dundeeunitedct.co.uk, with "Community Fundraising Officer" as the subject line.

The deadline for applying is 5pm on Wednesday 6 October 2021. Interviews will take place the week commencing Monday 11 October 2021.

Should you wish to discuss this position further please contact Paul Wilson, Head of Community Development, on 07943 887 342.

Please note that any job offer will be subject to satisfactory references and enhanced PVG Scotland checks prior to the commencement of the role.