

Post	Head of Fundraising
Reports to	Director of Programmes
Purpose of the role	<p>The Scottish Bible Society (SBS) is looking for an experienced fundraiser to join the Senior Staff Team as SBS seeks to Share the Bible.</p> <p>You will be responsible for leading and championing the delivery of a fundraising strategy, which will raise the profile of SBS, to maximise income, whilst motivating the donor care staff team to deliver their organisational objectives.</p>
Person specification	<p>We are looking for a fundraiser to lead, manage and deliver the fundraising strategy and activities of SBS. Develop relationships, networks and communication channels to advance the work and objectives of SBS across all types of existing and potential new supporters (e.g. individuals, churches & communities, major donors, trusts & foundations).</p> <p>You will be passionate about the transformational impact of the Bible and motivated to use your extensive fundraising experience to amplify stories from Scotland and around the world to resonate with a Scottish Christian audience.</p> <p>You will continue to cultivate and steward our relationships and partnerships with supporters.</p> <p>You will have a talent for motivating others to do their best work, coaching them to work collaboratively across SBS.</p> <p>Faith requirement – to engage with existing and new SBS audiences, this role carries an occupational requirement that the post-holder is a Christian. An understanding of the different Christian communities in Scotland and playing an active part in the spiritual life of the organisation is vital to this role.</p>

Key Responsibilities

- Lead and manage all the fundraising activities of SBS, including management of the fundraising team.
- Develop and maintain a fundraising strategy in line with the overall strategy for SBS, this includes taking a lead in the forecasting and setting of fundraising targets.
- Take a lead in the recruitment and retainment of individual donors by developing and managing appropriate activities to expand the SBS donor base, exploring and implementing various methods to achieve this.
- Supervise the recruitment and retainment of support from churches and communities (including Action Groups) by developing relationships with them and ensuring they are equipped and encouraged to fundraise.
- Develop a major donor fundraising programme and manage long-term relationships.
- Help identify opportunities and support applications to charitable trusts, grant making bodies and companies, and assist in managing subsequent relationships with funding partners.
- Develop and manage a programme focused on legacy giving across all supporter types.
- Research, test and develop fundraising ideas and opportunities for income generation across all supporter types and all channels of communication. Report on test results with a view to constantly evolving SBS tactics to meet objectives.
- Provide regular reporting on all fundraising activities, for Senior Staff and Board. Provide up to date income levels by source, any associated expenditure and what the overall ROI is for SBS. Be able to provide this as verbal updates and electronically – making comparisons against projections, historical performance and industry averages.
- Keep up to date and ensure SBS complies with fundraising legislation, standards and best practice including GDPR and PECR.
- Support SBS with detailed knowledge of the United Bible Societies (UBS) fellowship projects SBS support and provide a steer on what opportunities there are that would fit with the overall strategy for SBS.
- Set objectives for the Fundraising team in line with the fundraising strategy and overall strategy for SBS.
- Motivate and support staff in setting their personal objectives and managing their performance by providing encouragement, feedback and having regular 1-2-1s with them so they achieve their objectives and that of the team, department and overall SBS objectives.
- Fulfill line management responsibilities in line with policies and procedures for line managers at SBS (e.g. appraisals, holiday requests, absence monitoring, recruitment).

About you

- SBS believes that spiritual maturity, character and behaviour are just as important as fundraising competence, therefore you will be a devoted follower of Jesus with a passion for the Bible. You will be active in a local church that supports your vocation and provides spiritual support.
- Extensive experience (5+ years) in a senior fundraising or development position.
- Proven track record of leading fundraising strategy and campaigns for a charitable organisation, or a background in campaign management driving sales for a commercial organisation.
- Confidence in testing and optimising campaign activity and strategies through a robust, analytical methodology.
- Experience working for charitable organisations, or in international development or similar areas, interacting with a board of directors and with an understanding of charity reporting.
- Excellent planning and organisation skills, with the ability to manage projects and organise your own workload and that of direct line reports.
- Strong leadership and people management skills balanced with a willingness to listen and learn from others. A genuine interest in developing people.
- A natural preference for collaboration and teamwork, able to interact and manage a wide range of stakeholders at different levels of seniority, sometimes in a cross-cultural context, to deliver the best possible outcome for the charity.
- Excellent working knowledge of GDPR, advertising standards, fundraising standards, and other industry governance.

Working Pattern

- Based in head office, Edinburgh.
- Currently operating a hybrid model, 3 days in head office, Edinburgh (Tue to Thurs) and the option to work remotely 2 days.
- Flexibility to fulfil out of normal business hours or occasional weekend engagements, with time off in lieu.
- Some UK and overseas travel from time-to-time may be required, with time off in lieu.

Scottish Bible Society Values

All staff commit to the following values as a staff team, and we encourage these in our volunteers:

- Mission focussed.
- Bible-centred.

Please refer to the SBS Values document for a full description.