

JOB DESCRIPTION

Post:	Regional Fundraising Lead
Reports to:	Regional Fundraising Manager
Location:	Hybrid, covering a geographical region (either North, West or East of Scotland) with an office base at SSPCA HQ, Dunfermline and a mix of home working
Hours:	Full time (35 hours)
Salary:	£27,499 - £32,905

Overall Purpose of the Role:

As a member of the Regional Fundraising team, the Regional Fundraising Lead will manage regional community fundraising across a specified geographical area within Scotland. You will maximise on local community and event opportunities as well as develop and maximise on volunteer networks, whilst building good relationships with Operations (and other) colleagues within your local area and organisation-wide.

You will ensure excellent stewardship to local supporters, SMEs, DIY fundraisers and volunteers. You will network to build connections and offer fundraising guidance and education to colleagues within your region. You will act as the fundraising 'expert' for your region.

You will support and report to the Regional Fundraising Manager and will work closely with other Regional Fundraising Leads.

People Management, Leadership and Collaboration:

- Although this role does not currently have any staff line management responsibilities, you will be expected to manage, recruit, retain and deliver excellent stewardship to a high volume of fundraising volunteers within your region. It will also be responsible for overseeing all volunteer-led activity, as well as actively placing volunteers into fundraising opportunities.
- Model the Society's values (Commitment, Compassionate, Collaborative, Adaptable, Professional and Expert) at all times.
- Display excellent internal collaboration skills with relevant departments, whilst contributing to new and improved ways of team working and project management.

- Work closely with the Regional Fundraising Manager and other Regional Fundraising Leads to share ideas and problem solve.
- Support the development and delivery of Society-wide fundraising engagement, working with colleagues to ensure local fundraising opportunities are noticed and delivered and national fundraising opportunities are flagged as appropriate.
- Work closely with Rescue Centre Managers and their teams and the local inspectorate within your region to ensure they are informed and engaged with fundraising and supported to carry out their own fundraising efforts.
- Be the fundraising 'expert' in your region, and the first point of contact for advice and troubleshooting.
- Make decisions and establish priorities around appropriate means of fundraising. This includes evaluating suggestions and ideas provided by colleagues within your region and issuing subsequent advice and decisions.

Community:

- Ensure the Society has a fundraising presence across your region, working with Operations colleagues as appropriate as well as building and utilising volunteer networks to maximise on these opportunities.
- Manage collection can income within your patch and build a team of collection can volunteers to cover your region.
- Manage fundraising relationships with small businesses in your region and attract new partnerships and fundraising opportunities by maintaining a presence and networking across your region.
- Support the Corporate Fundraising team to identify high value corporate fundraising opportunities.
- Sit on the Society's Speaker Network, attending talks at a variety community engagements including schools, adult groups and youth groups to promote the work of the Society.

Stewardship:

- Ensure an excellent supporter experience at all times, working with the Regional Fundraising Manager and the Supporter Experience team to ensure supporter and DIY fundraiser journeys are first class.

Events:

- Work with Operations colleagues to capitalise on rescue centre events, offering guidance and support as well as celebrating success.
- Promote and support the organisation of Scottish SPCA led and supporter challenge events, with guidance from the Regional Fundraising Manager.

Volunteers:

- Work with the Volunteer Programme Manager and Regional Fundraising Manager to promote volunteering opportunities and ensure all volunteers experience the relevant volunteer journey.

- Deliver excellent volunteer stewardship at all times – be the ‘go to’ fundraising volunteering champion for your region.
- Capitalise on the use of volunteers, building strong teams and managing opportunities to utilise volunteers.

Administration, Budget, Reporting and Best Practice:

- Support the Regional Fundraising Manager by reporting on an agreed set of KPIs.
- Work to your agreed calendar and budget, offering input when asked.
- Ensure the Society adheres to fundraising best practice.
- Work with the Regional Fundraising Manager to manage supplier relationships and work safely.
- Utilise the fundraising database, ensuring activities are logged in a timely manner.
- Follow appropriate policies, processes and procedures.

Other:

- Comfortably and confidently drive the Society’s community engagement van.
- Undertake Society training as required.
- Any other reasonable duties relevant to the post.

PERSON SPECIFICATION

	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Fundraising or community engagement experience. • Experience managing multiple projects and/or working to a calendar. • Experience working and negotiating with suppliers. • Experience building relationships with a wide range of internal and external stakeholders. 	<ul style="list-style-type: none"> • Experience in volunteer or other people management. • Experience managing budget and reporting on KPIs. • CRM experience.
Skills & Knowledge	<ul style="list-style-type: none"> • Attention to detail. • Excellent time management. • Good communication skills suitable to a range of audiences. • An excellent understanding of good supporter care. 	

	<ul style="list-style-type: none"> • Computer literate with working knowledge of Microsoft applications. • Confident public speaker. 	
Values	<ul style="list-style-type: none"> • A strong interest and commitment to animal welfare. • A team player. • Caring and compassionate. 	
Other	<ul style="list-style-type: none"> • Full driving license. • Willingness to work some weekends, evenings and public holidays as required. 	

Reviewed March 2023

Scottish SPCA is a charity registered in Scotland, SC006467