



## Job Description

**Post:** Development Officer

**Location:** Hybrid – HQ in Dunfermline, with a blend of home working

**Hours:** Full time (35 hours per week)

**Reports to:** Head of Development

### Purpose of the Role:

To assist the Development Team with prospect research, cultivation event planning, and administrative tasks, playing a vital role in supporting donor stewardship activities. Ensuring that high value prospective and current supporters and partners are engaged and inspired to continue their support for the Scottish SPCA.

### Key Responsibilities

- Support the Society's in memory giving programme, maximising income from this income stream
- Lead on the coordination, administration and marketing of the Society's Forever care programme
- Conduct detailed research to identify new prospects across trusts, corporate partnerships and philanthropy. Provide insight into potential donors' and partners interests, capacity, and connections to inform cultivation strategies.
- Plan and deliver cultivation and stewardship events for donors and supporters. Coordinate event logistics and post-event follow-up.
- Assist in the preparation of funding proposals, presentations, donor communications and reports.
- Support the planning and execution of stewardship activities to ensure donors feel valued and engaged, including supporting in-person activity at meetings, site visits and corporate volunteering days.
- Support with legacy administration and supporter liaison working directly with the finance team.
- Provide general support to the Development Team, including maintaining accurate donor records and updating the CRM system.

**Person Specification: Development Officer**

	<b>Essential</b>	<b>Desirable</b>
<b>Education and qualifications</b>		Member of the Chartered Institute of Fundraising  Fundraising or relevant qualification
<b>Experience and job knowledge</b>	Customer service or relationship management experience  Experience of providing administration support to a team	Events management experience  Experience of prospect research
<b>Job related skills / competencies</b>	Excellent verbal and written communication skills, confidently able to engage with high value donors, partners and prospects  Strong organisational skills and time management skills with the ability to juggle multiple tasks and priorities  Strong administrative skills with knowledge of key office products  Innovative and creative looking for new ways to engage prospects and supporters in our work	
<b>Personal attributes</b>	Professional – act with integrity at all times  Deadline driven	A strong interest and commitment to animal welfare
<b>Additional relevant criteria</b>	Flexible - willingness to work occasional weekends, evenings and public holidays	Full driving licence