



Community Fundraising Officer
Part-time 15 hours per week (2 days, flexible working)
Initial 1 Year Fixed Term Contract
£27,000 per annum pro rata

Compass Therapy Support Community (operating as Compass Therapy Centre) is a registered charity established in Edinburgh over 40 years ago. We provide support and therapeutic services including Physiotherapy, Rehabilitation and Hyperbaric Oxygen Therapy to people in Edinburgh and the Lothians who live with neurological conditions.

Where capacity allows, we also provide our services to people dealing with a wide range of other health concerns and proceeds from this activity help fund our charitable initiatives.

Purpose of the role

- To raise funds from a wide range of community-based activities and events across Edinburgh and the Lothians.
- To develop and maintain relationships with community-based fundraisers and donors.
- To develop and implement a calendar of community fundraising events and initiatives, including sponsored events, collections, and community challenges.
- To work with the Business Development Officer in developing and implementing income generation opportunities.

Key responsibilities and duties

- Develop, implement, and evaluate an annual fundraising plan aligned with the Lothian-wide Community Fundraising Strategy, in collaboration with the Business Development Officer, CEO, and Marketing & Fundraising Assistant.
- Plan and promote engaging fundraising activities, supporting individuals and groups in raising funds.
- Support national initiatives, including neurological awareness days.
- Identify opportunities for cash and in-kind support (e.g., donations, volunteering, pro bono services).
- Build and maintain relationships with local businesses, schools, faith groups, and community organizations.
- Develop a network of community supporters and fundraising champions to grow the charity's reach.
- Leverage social media to attract participants, celebrate successes, and share impactful stories.
- Recruit and support volunteers for local fundraising efforts.
- Cultivate relationships with potential funders, donors, and supporters.
- Act as a regional fundraising ambassador, promoting Compass Therapy's mission and impact.
- Monitor, evaluate, and report on fundraising activities, providing quarterly updates to the Board.
- Achieve income targets and ensure accurate data recording and reporting.
- Respond to enquiries and acknowledge donations with personalized thank-you letters.

Compass Therapy Centre

- Create and execute a communications plan to promote fundraising, working with the team.
- Develop materials such as case studies, impact reports, and donor communications.
- Ensure compliance with legal, regulatory, and organizational fundraising policies.

Other Duties These duties are a guide to the work that the post holder will initially be required to undertake. Other duties or a change of duties may be necessary from time to time to support colleagues.

Competencies

Accountability

Takes personal responsibility for the part they play in our organisation, - our mission and values and wider society

Client Focus

Keeps the needs of our clients at the heart of activities

Personal effectiveness

Consistently role models high standards and good practice

Inclusivity

Applies an understanding of equality and diversity to strengthen positive engagement in all our client activities and services

Results focused

Maintains commitment to targets and results, striving consistently to achieve them

Communications

Helps to provide clear, consistent, and appropriate messages at all levels of our organisations and beyond

Motivational Leadership

Actively leads, establishes expectations, accountabilities, purpose, and vision, creating an environment where others can achieve optimal performance

KNOWLEDGE SKILLS AND EXPERIENCE

- A minimum of 3 years' relevant working experience in fundraising is essential.
- A commitment to Fundraising Regulator's Code of Fundraising Practice is essential.

MINIMUM WORK EXPERIENCE

- Experience and working knowledge of fundraising methods and approaches
- Experience of fundraising in local communities/third sector
- Experience of using/creating fundraising databases
- Proven record of organising events
- Member of Chartered Institute of Fundraising is desirable
- Demonstrable interpersonal and relationship building skills



DIGITAL COMMUNICATION SKILLS

- Proficient in social media management (Facebook, Twitter, LinkedIn, Instagram).
- Experienced with email marketing platforms (e.g., Mailchimp).
- Skilled in creating engaging digital content and basic graphic design (e.g., Canva).
- Knowledge of SEO, CMS (e.g., WordPress), and digital fundraising tools.
- Experienced in analysing campaign performance with tools like Google Analytics.
- Strong online community engagement and donor stewardship skills.
- Adaptable messaging for diverse digital audiences and platforms

SPECIAL ABILITIES AND APTITUDES

- Excellent writing and PC skills, proficient in Office 365.
- Skilled in creating promotional materials and reports.
- Strong organizational and time management abilities, meeting deadlines under pressure with attention to detail.
- Effective communicator, capable of inspiring and motivating supporters.
- Team player who can work independently and engage diverse stakeholders.

ATTRIBUTES:

- Friendly, confident and enjoys dealing with a variety of people.
- Confidentiality.
- Must be creative, dynamic and innovative.
- Able to contribute individually, and manage or participate in cross-functional teams.
- Ability to create great working relationships with all levels within the organisation across multiple disciplines and work well under pressure, flexible and co-operative.