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**Job Description**

**Fundraising Manager**

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| Grade | Grade 3 |
| Salary Range | (FTE) - £29,466 to £32,740 |
| Full/Part Time | Part time 21to 28 hours per week |
| Location | Flexible working from home and office when Covid restrictions allow (Office address - Norton Park, 57 Albion Road, Edinburgh. EH7 5QY) |
| Reporting to | Director of Fundraising |

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| **The role** |
| The Fundraising Manager is responsible for growing and maximising income from new and existing supporters. and nurturing supporter interest and engagement with EMMS International’s inspiring healthcare projects in Malawi, India and Nepal.  The post holder will develop and deliver a profitable fundraising strategy in line with EMMS International’s vision and mission to raise vital funds for health projects in this time of unprecedented need. The role involves facilitating strong relationships with existing and new supporters, churches, health and other networks, supporting groups and individuals in their own fundraising activities and growing regular income.  The Fundraising Manager will be a key player in the tightly knit fundraising team and reports to the Director of Fundraising. |
| **Key Responsibilities**   * Grow regular donor gifts as an important way to sustainably support EMMS International’s work. * Provide an excellent standard of stewardship for our supporters, inspiring them to see the value of their support. * Develop and nurture a dedicated community of EMMS supporters who share our values and vision and desire to partner with us to help those dealing with sickness and poverty. * Strengthen and extend Church, faith related and health networks. * Develop and manage effective fundraising activities. * Work with the Director of Fundraising and Communications Consultant to produce exceptional appeals. * Work with Raisers Edge database to manage all fundraising information and correspondence. * Report on Key Performance Indicators as agreed with the EMMS leadership team. * Develop and maintain a full understanding of all EMMS International projects. * Perform any other such duties and responsibilities of an equivalent nature as determined by the Director of Fundraising. |
| This role will require occasional evening and weekend working. |
| **Attributes**   * Good organisational and project management skills * Relational - a friendly approach, with the ability to develop strong working relationships. * Confident and motivational communicator, in terms of both speaking and writing. * Proactive and hard-working, equally competent when working alone or as part of a team. * Excellent attention to detail * Reliable and resilient |
| **Christian Faith**  EMMS International is a non-denominational Christian organisation. The post holder is expected to share the spiritual values of EMMS International and its supporters. This role involves an authentic engagement with Christian supporters and includes talking and praying in churches and with individual supporters. There are internal optional team prayers. |
| **Diversity**  All staff should adhere to EMMS International's Equality and Diversity policy framework and will be expected to play a key role in its successful implementation. |
| **International Travel**  The post holder may be required to travel as part of their role. This could be within UK to visit funders, or to see our life-enhancing projects overseas. Currently, EMMS International has projects in India, Nepal, Malawi and Edinburgh. |
| **Right to Work in the UK**  All staff are required to provide evidence of their right to work in the UK. |
| *This job description cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document. This job description does not form part of the contract of employment.* |
| **Any questions?**  Please give us a call on 0131 313 3828 |

To apply please send a letter of application and CV which includes contact details for two referees to Mary Robertson, Director of Fundraising at EMMS International.

[**Mary.robertson@emms.org**](mailto:Mary.robertson@emms.org)

Closing date for applications: Friday 28 May by 5.00 pm

Interviews: from Monday 7 June 2021