



Aberdeen FC Community Trust Job Description

This document is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to work additional hours and/or days (including weekends and evenings) in the fulfilment of their employment.

All employees may be required to undertake any other duties as may be reasonably requested that are within the skill set of competencies.

Employee Name:	
Job Title:	Funding and Relationship Officer
Line Manager:	Finance and Business Manager
Line Manager for:	N/A
Date Started:	
Overall Purpose of Job: (Narrative)	
<p>This is a new role within Aberdeen FC Community Trust, partner charity to AFC, to assist with the development, coordination and control of our funding model in terms of our business as it continues to evolve during an exciting period of growth.</p> <p>The key emphasis is around researching funding opportunities, maintaining and developing relationships with Trusts and Foundations, Major Gift Donors and Corporate Sponsors in order to secure unrestricted and restricted funds for the charity to support the delivery of its varied portfolio of work.</p> <p>The other important area of responsibility is to support the Finance and Business Manager to ensure a financially sustainable funding portfolio for the business as it continues to evolve and grow.</p>	
Main Responsibilities/Description of Duties: (Bullet Points)	
<p>Trust and Foundation Grant Funding</p> <ul style="list-style-type: none"> • Identify and research grant funding opportunities in line with Programme delivery priorities • Develop knowledge of our key Programme delivery priorities in line with annual schedule • Assist in writing compelling Grant funding proposals to charitable Trusts and Foundations • Liaise and develop relationship with external Grant Funding specialist to maximise outcomes • Maintain the Grant, Sponsor and Donor database along with all applications, reporting schedules • Assist with end of Grant reporting in line with specified deadlines <p>Major Gift Donors and Corporate Sponsors</p> <ul style="list-style-type: none"> • Identify opportunities around Donors and Sponsors that match local Programme delivery model • Coordinate new development opportunities and liaise with Operations to implement next steps • Collate reporting for the Funding Sub Committee meetings • Maintain stakeholder relationship schedule and cultivate existing relationships <p>Relationship Coordination</p> <ul style="list-style-type: none"> • Be the point of contact for the Trust for all Funding enquiries across Grants, Sponsors, Donors • Liaise, coordinate and progress with the relevant team members the next steps and actions required in respect of following through on identified Funding opportunities 	

- Ensure all relevant quarterly, semi-annual, annual reports are delivered in line with each stakeholder
- Plan and diarise follow-up meetings ahead of Funding
- Develop knowledge of the Funding Model and the link in terms of critical business success
- Deal with any general queries related to Funding matters

Experience/Qualifications/Training

Essential:

- Experience of successful grant applications and follow-up with Funders
- Experience of preparing Project Plans, Budgets along with clear, concise, engaging Proposals
- Ability to build strong working relationships with a range of stakeholders and our team
- Business, Finance and Funding knowledge
- Excellent interpersonal and communication skills
- Strong planning and organisational skills
- Flexible, enthusiastic and methodical approach
- Highly motivated, resourceful and skilled in managing busy workload
- Attention to detail and deadline driven
- Experience of working with confidential information
- Collaborative team-player
- Computer literate (Advanced level MS Word/Excel/Outlook/PowerPoint)

Desirable:

- Three years fundraising experience
- Professional fundraising qualification
- Sound knowledge of and current issues impacting voluntary sector
- Willingness to travel and attend meetings as appropriate in support of the role

Signed by Employee:

Signed by Line Manager:

Date:

Date: