

## **Who we are**

Given charity status in 2022, North West Recovery Communities is a small charity based in the North West of Glasgow. North West Recovery Communities is the umbrella term to describe a range of activities, discussions, groups, drop in sessions, social events, partnerships and developments that take place within the community. Organised, led and delivered by local people in recovery, their families, supporters and a range of staff from local services who work in partnership with the recovery communities networks.

We have built up an extensive Recovery Orientated System of Care network and have a excellent reputation within our communities. We want to elevate that name and the work we have already done to the next level and expand our charity in order to bridge the gap in addiction & recovery support in our community.

## **Who we need**

This role would be suited to someone with experience of securing funding, managing funder relationships and developing new opportunities. You'll need to be a proactive self-starter who thrives and is motivated by delivering results that help us to improve the lives of people in & seeking recovery

We would expect your role to consist of working on and submitting applications to different funders and organisations and researching new prospects. You will have support from the Trustees, North West Recovery Communities staff and the Charity Secretary with gathering information for any end of grant/funding reports.

## **Key Responsibilities**

- Research and identify prospective funders, building a robust pipeline (with support from trustees & staff)
- Write and submit compelling, tailored funding applications
- Deliver timely, high-quality reports with evidence of impact (with support from trustees and staff)
- Build and maintain strong relationships with funders through clear, proactive stewardship
- Monitor success rates and financial information and adapt strategy to improve performance
- Work with the Trustees & staff on new ideas for smaller fundraising events and campaigns (e.g Kiltwalk, quiz nights etc.)
- Attend events to represent the charity and engage new supporters

### **Corporate partnerships and other earned income**

- Build relationships with local and regional businesses to secure sponsorship, gifts-in-kind or Charity of the Year support
- Develop creative, mutually beneficial opportunities to engage corporate partners
- Work with the Project Manager and board chair to identify and cultivate prospects
- Explore other potential income streams including education consultancy or training offers

### **Individual Giving and supporter engagement**

- Support the development of campaigns to encourage donations from individuals
- Help create a compelling case for support across our communications
- Identify opportunities to increase visibility and supporter base (e.g. speaking engagements, community fairs)
- Champion the use of storytelling outcomes to inspire giving

### **Marketing and communications (fundraising-focused)**

- Develop fundraising messaging and materials with the trustees and staff
- Lead on all communications relating to fundraising and supporter engagement
- Ensure consistent branding and tone across all fundraising-related comms
- Share our impact with passion and clarity to motivate supporters

### **Planning and systems**

- Maintain accurate and up-to-date records on funding tracker
- Track income performance and contribute to budgeting and forecasting
- Create and deliver realistic workplans to manage multiple deadlines
- Liaise with trustees and staff to gather data and stories for funders
- Report on income and fundraising activities to trustees

### **Person Specification**

#### **Essential**

- Proven experience in fundraising, with a track record of securing income across multiple streams
- Strong communication skills, with the ability to explain our mission clearly and persuasively to a wide range of audiences
- Excellent bid writing and reporting skills
- Strategic thinking and problem-solving skills
- Confidence in networking, public speaking, and relationship-building
- Proactive, self-motivated, and happy to work independently
- Highly organised with strong attention to detail and the ability to manage multiple projects simultaneously
- Values-led, personable and enthusiastic - able to represent the charity with warmth and professionalism

#### **Desirable**

- Experience working in a small charity setting
- Knowledge of the Scottish funding landscape or local networks
- Experience with community fundraising, challenge events, or individual giving
- Experience producing fundraising workplans or reports for trustees

#### **Salary**

Negotiable

#### **Why work with us?**

This will be an amazing opportunity to be part of the development and growth of a small grass roots charity focused on helping our local community.