



Modo - Circus with Purpose
15 Erroll Street
Peterhead
Aberdeenshire
AB42 1PU
T: 01779 600 020
info@modo.org.uk
www.modo.org.uk

Modo - Circus with Purpose is a recognised Scottish charity: No. SC023579 • Registered in Scotland : No. 157362 • Registered office : 15 Erroll Street, Peterhead, Aberdeenshire, AB42 1PU

Fundraiser

Job Description

Job Title:	Fundraiser
Contract:	12 months (subject to review)
Hours:	21 hours per week (equivalent to 3 days) (Opportunity to work extra hours if required)
Salary:	£22,000 - £28,000 pro rata dependent on experience
Holidays:	28 days including Bank Holidays
Reports to:	Creative Director and Board
Place of Work:	Modo Office, Peterhead
Contract:	To start as soon as possible.

The post will be offered to the successful candidate subject to receipt of 2 references, PVG and is subject to a 3 month probationary period.

Job Summary

Modo is seeking a dynamic and motivated individual to join our small but ambitious team based in Peterhead, Aberdeenshire.

You will be responsible for raising funds from all sources including trusts and grants, corporate giving and individual donations, managing the research, application and reporting process, while building effective working relationships with potential and existing funders.

We are looking for a self-motivated individual with proven experience of fundraising and excellent interpersonal skills. You will be performance driven whilst being personable and engaging. Accuracy and attention to detail are important, as is the ability to manage competing priorities.

Person Description

The Fundraiser will be resourceful and enterprising, with excellent fundraising skills and a track record of generating income from a variety of sources. You will be skilled in researching appropriate sources and able to write impactful and convincing applications. Success will require working at pace, with a creative approach to raising funds and a relentless determination to succeed.

The Fundraiser be committed to the work that Modos does, and to helping young people make positive changes in their lives. They will relish the challenge of helping to create long term stability and sustainability for the company.



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Key responsibilities include:

- To develop and deliver a fundraising strategy to achieve agreed income targets for the various fundraising streams including trusts and grants, corporate giving and sponsorship, and fundraisers,
- Make risk analysis and balance time cost ratios to focus effort on the most appropriate fundraising activities with the highest chance of success.
- Carry out research to identify funding opportunities from trusts and foundations relevant to our organisation's work and strategic priorities.
- Manage a portfolio of Trust and Foundations funders seeking to gain, retain and extend their support wherever possible.
- To identify and approach local companies and organisations to provide sponsorship, in kind support and donations.
- Collating, preparing and interpreting budgets, accounts, reports and financial statements for each funder.
- Recruit, organise and manage volunteers to carry out fundraising activities, and to maximise income.
- Ensure accurate and timely recording of all communications with funders as well as ensuring all files both electronic and paper are complete and kept up to date.
- Developing strong partnerships to secure long term commissions/service level agreements.

Application Process

Please complete the attached application form expressing your interest in and suitability for the post to Martin Danziger at martin@modo.org.uk

Closing Date: Monday 28th January 2019

Interview Dates: tbc w/c 11/2/19 or 18/2/19

Start Date: tbc

To discuss the position please contact Martin Danziger at martin@modo.org.uk or 01779 600 020

The successful applicant will be required to undergo a PVG check.

Modo is an Equal Opportunities employer.



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Person Specification

Candidates must have the following and be able to evidence them in application and interview.

Essential Skills / Abilities

- Excellent communication skills both written and verbal
- Positive persuasive and motivational individual with enthusiasm for the work of Modo
- Able to enthuse, excite and motivate colleagues, potential supporters and volunteers
- Able to organise own work, to manage your own time to prioritise, and not to shy away from the high level of admin necessary in this role
- High level of accuracy and attention to detail and able to work accurately and within remit, with minimal supervision
- Able to develop and manage constructive relationships, in teams and one to one
- Ability to develop systems and procedures to manage a complex workload
- Excellent IT skills especially with Word and Excel
- Ability to monitor and interpret financial information and understand budgets
- Committed to the core values of Modo respect; realising potential; integrity and inclusion
- A passion for work with young people and the positive changes it can create
- Willing to work evenings or weekends on occasion

Experience

- Track record of delivering successful fund raising campaigns and achieving targets.
- Proven ability to generate funds from a range of sources.
- Proven experience of fundraising and achieving financial targets
- Experience of producing and achieving work and project plans
- Experience of managing a busy and varied workload
- Experience of volunteer recruitment and supervision for events and fundraising activities

Desirable

- Previous experience of working with a social enterprise, third sector organisation or charity.
- Interest in socially purposeful projects working at a grass root level.
- An understanding of the voluntary sector
- Experience of organising events
- Hold a full UK driving licence and have access to a car



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Who are Modo?

Modo uses circus to engage young people across Aberdeenshire and to help them to change their lives for the better. Harnessing the skills and thrills of circus, Modo helps young people to improve life chances, skills, confidence and self-esteem while celebrating and creating the culture and community of the region.

Working closely with partners, Modo provides young people with positive, progressive and accredited activities, and contributes widely to providing positive pathways. Modo is committed to finding ways to engage and to inspire the widest cross section of the population. In all our work we seek to have a real purpose.

In the last year Modo delivered over 850 sessions totalling 2,300 workshop hours to more than 9,000 participants. We supported over 12,000 hours of volunteering. We helped young people to achieve over 220 accredited awards, in addition to supporting 3 Community Job Scotland posts, 7 young people on Activity Agreements and 3 Modern Apprenticeships.

The Encounter Youth Café has become a vital link to young people in Peterhead. In the last year over 600 young people have visited, with c.50 young people attending each evening. 80 young people have been signposted onto other services or activities, and there is an increasing involvement of parents and other adults as its reputation grows.

Police statistics show youth disorder and anti-social behaviour incidents reduced by 46%. The Youth Café, through the positive use of space and the engagement of some of the key young people, had a significant role in this.

In all our work we seek to have a real purpose. We want to make a difference to the people involved, to their lives outside the programmes and to the wider community.

We believe in:

- providing free activities for young people that are accessible and enjoyable.
- rewarding and accrediting progression, perseverance, teamwork and resilience.
- collaborating with partners to reach out and target those most at risk and hardest to reach.
- working with partners to provide participants routes to positive destinations.
- creating opportunities for the development of transferable employability skills.
- enabling participants to show and share their achievements in the community, encouraging self worth, community engagement and reciprocal respect.

More information can be found at www.modo.org.uk