

Fundraising Manager

Fundraising managers, who are usually themselves paid workers, recruit, train and manage those who work as volunteers for charities or other public services. They also identify new sources of income and funding, sometimes to meet targets.

The Work

You could be:

- publicising the need for volunteers by producing and distributing promotional material, and giving talks
- interviewing possible volunteers to make sure they are suitable for your organisation
- carrying out any appropriate volunteer checks, such as references and Disclosure Scotland checks
- arranging placements that match the interests and ability of the volunteers as well as organising rotas
- monitoring and supporting volunteers, dealing with any problems and arranging suitable training for volunteers
- making sure individuals meet targets
- identifying and obtaining other sources of income, such as grants and legacies
- raising awareness of the charity within the community
- managing budgets and planning fundraising campaigns and strategies
- maintaining databases, keeping records and writing reports
- writing volunteer procedures alongside any risk assessments
- taking part in meetings and committees.

Fundraising managers work in a range of organisations that rely on volunteers, providing a wide range of services that help the community. These can include voluntary organisations or charities, as well as public bodies that provide social and health services.

Pay

The figures below are only a guide. Actual pay rates may vary, depending on:

- where you work
- the size of the company or organisation you work for
- the demand for the job.

The starting salary for fundraising managers in Scotland is usually around £25,000 to £30,000 a year. With experience, salaries can be £45,000 a year or more.

Conditions

- You work in an office, but you may have to travel to meet volunteers and volunteer coordinators.
- You may be out and about promoting the charity.
- Hours are variable. Most work is done during normal office hours but you may need to go to meetings in the evenings and at weekends. You may also need to be on call.

Getting In

- There is no set entry route.
- You do not always need formal qualifications, but some employers may require an HND (SCQF Level 8), degree (SCQF Level 9) or a relevant professional qualification. You usually need experience as a volunteer.
- Relevant HNDs or degrees include Event Management and Business Management.
- Most entrants go into this work after experience in a related field. This could include experience as a volunteer worker, or jobs where you have organised or managed people – for example, in recruitment, social services, health care, teaching or the voluntary sector.
- You need IT skills.
- Often people come into this as a second career.
- You will require a satisfactory criminal record check from Disclosure Scotland to show that you are suitable for this type of work. Contact Disclosure Scotland for details on the type you would need.

What Does It Take

You need to be:

- able to work under pressure
- a good communicator
- results driven
- able to manage a large workload
- committed to supporting volunteers and promoting volunteering
- able to motivate volunteers and give effective support and training
- patient, understanding and flexible to accommodate volunteers' needs
- non-judgemental and respectful of confidentiality
- a good negotiator and able to use your initiative to secure new projects and funding
- an excellent networker and able to get on with all kinds of people.

You should have:

- strong organisational and problem solving skills
- IT and administration skills, as well as the ability to maintain clear records and reports
- the ability to think creatively.

Training

- Training is normally on the job, along with short courses.
- The Scottish Council for Voluntary Organisations (SCVO) run short courses.
- Volunteer Scotland also run training courses in volunteer management including Collaborative Leadership in Voluntary Organisations and Developing Leadership Practice in Voluntary Organisations.

Getting On

- After a minimum of three years' relevant experience, you could complete the Diploma in Fundraising from

the Institute of Fundraising. This can be done online over about 9 months.

- With experience and further skills, you may be able to become a more senior or regional manager in the voluntary sector, or in a public body in the social services or health sector.
- Other opportunities may exist in human resources, training or marketing.

Contacts

Chartered Institute of Fundraising (Scotland)

Website: www.institute-of-fundraising.org.uk

X: @ciofscotcom

Scottish Council for Voluntary Organisations (SCVO)

Website: www.scvo.org.uk

Facebook: www.facebook.com/SCVO1939

Volunteer Scotland

Tel: 01786 479593

Email: hello@volunteerscotland.org.uk

Website: www.volunteerscotland.net

X: @volscotland

Facebook: www.facebook.com/volscotland

Statistics

Employment Status : Not available this career.

Past Unemployment - Scotland

No Claimant statistics available for Scotland.

Predicted Employment Statistics : Not available this career.