

## Part-Time Fundraising Coordinator - Job Description

### *Personal Specification*

- The ideal candidate will be:
- Self-motivated
- Well organised
- Competent with word processing and spreadsheet packages
- Experienced in drafting appeals and submissions to funding bodies
- Experienced in running fundraising events, particularly in an educational establishment

### *The role will be to:*

- Research potential funding bodies
- Draft applications to funding bodies
- Organise fundraising events
- Arrange steering group meetings, write up minutes and manage follow up meetings
- Coordinate campaigns
- Arrange for trustees to meet potential donors
- Draft material for circulation to parents, alumni, prospective donors, etc.
- Work in conjunction with the marketing executive

This is a 21 hour per week post, flexible hours, paid at the rate of £11.00 per hour. It is hoped that the successful candidate will take up office in early June.

If interested, please write a letter of application and send it, together with your CV and the names and email addresses of two referees, to Helen Newton at:

[management@edinburghsteinerschool.org.uk](mailto:management@edinburghsteinerschool.org.uk)