



Fundraising Coordinator

Edinburgh Steiner School has a vacancy for a fundraising coordinator.

This is a 21 hour per week post, flexible hours, and carries a salary of £12,012 per annum.

The post does not carry fee remission, but the successful candidate will automatically join the school's non-contributory pension scheme. The start date is as soon as possible.

Job Description

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

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

How to Apply

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

Closing date: Applications will be accepted until the vacancy is filled.