

FUNDRAISING VOLUNTEER

Role

We're seeking a volunteer to be responsible for developing and implementing strategies to increase donations and community support through a variety of activities, including organising fundraising events, recruiting and managing volunteers, and building relationships with individual and business donors.

Responsibilities

- **Organise fundraising events:** Plan, coordinate, and manage a variety of community events. Co-ordinate volunteer support where this is required.
- **Cultivate donor relationships:** Build and maintain relationships with existing supporters while also recruiting new individual and corporate donors.
- **Engage with the community:** Represent the organisation at local events, and build awareness of the charity's mission and work.
- **Manage and grow income from collection pots:** Promote these in the community, changing collection pots on a regular basis.
- **New fundraising initiatives:** Research, plan and recommend new ideas to the FONFA Board and implement those that are approved.
- **Shop sales:** Manage the sales of promotional materials and stock for re-sale in our shop.
- **Maintain accurate records:** Maintain accurate and up-to-date records of donors and supporters.

Skills and experience

The ideal person will have excellent communication and interpersonal skills, be self-motivated with initiative, and good organisational skills.

Experience with fundraising and/or event planning would be an advantage.

Commitment

This is an ongoing weekly commitment throughout the year. Whilst the work can be carried out remotely and there is no requirement to regularly visit the Heritage Centre, it would obviously be an advantage if you could attend at least once per

month when it is open from April – October. You may also be required to attend Management Board meetings on the first Saturday of most months.

This role will involve visiting various locations so a vehicle and valid driving licence/insurance will be required.

Contact

For further information, please email the Honorary Secretary at secretary@fonfa.co.uk