



ROLE DESCRIPTION

Post of:	Fundraising Officer (Volunteer)
Responsible To:	Sheila Arthur (& Alison Davis, Fundraising Manager)
Hours of work:	Maximum of two days a week
Salary:	Volunteer daily expenses

Purpose of the post:

1. To provide fundraising support to the projects being promoted by Community InfoSource
2. To fundraise to develop your own employed position within Community InfoSource

Base: office in west end of Glasgow G20 6DE

Main Tasks

1. Developing a funding strategy
2. Researching information for individual funding applications
3. Assisting with meeting deadlines for funding applications
4. Promoting and raising funds for the projects in the UK
5. Assisting with reporting on successful grant applications

1. Developing a funding strategy

- 1.1 Investigating relevant funding sources
- 1.2 Maintaining a database with information on funding sources
- 1.3 Advising on prioritising funders to apply to
- 1.4 Maintaining a funding strategy with up-to-date information

2. Researching information for individual funding applications

- 2.1 Investigating funders' requirements in detail

- 2.2 Assisting with writing interesting text about projects
- 2.3 Assisting with researching and developing a budget
- 2.4 Assisting with assessing the project objectively

3. Assisting with meeting deadlines for funding applications

- 3.1 Assisting with completing standard information on funding applications
- 3.2 Assisting with developing particular responses in funding applications
- 3.3 Checking forms and making sure all the relevant attachments are available

4. Promoting Living Well and raising funds from individual donors

- 4.1 Assisting with developing a database for communicating with supporters
- 4.2 Assisting with keeping the website interesting and up-to-date
- 4.3 Assisting with friend-raising and re-claiming of gift aid
- 4.4 Assisting with fundraising events

5. Record keeping for successful funding applications

- 5.1 Assisting with financial record keeping of expenditure
- 5.2 Assisting with monitoring activities against projected outcomes
- 5.3 Assisting with evaluating projects
- 5.4 Assisting with reports for funders

6. Other

- 6.1 Undertaking any training that is considered relevant.
- 6.2 Undertaking any other task as may occasionally be required.

September 2015

Person specification

Fundraising Officer (Volunteer) & Grow Your Own Job Opportunity

Essential

1. Analytical with an ability to communicate well in writing
2. Experience of promoting or campaigning
3. Experience of basic computer applications such as word processing; emailing systems; databases
4. Experience of using excel spreadsheets for budgets
5. Experience or understanding of marketing and promotion
6. Commitment to equal opportunity / anti-discriminatory principles
7. Ability to work as part of a team in a small organisation
8. Ability to maintain confidentiality
9. Ability to work on own initiative

Desirable

1. Experience of some fundraising for charitable purposes
2. An understanding of the voluntary sector in Britain
3. An understanding of sustainability and partnership working
4. Experience of black and minority ethnic communities
5. An understanding of issues around colonisation