**FUNDRAISER JOB DESCRIPTION **

The role of the Fundraiser is to manage the Fundraising for Wiltshire Mind. The role will involve:

1. Overseeing all fundraising.

2. Considering the various opportunities for gaining income and taking action:

* Large Grant Schemes
* Small Grant Schemes
* Local Foundations
* Trusts
* Councillors/Councils/Area Boards
* Corporate donations/sponsorship
* Events
* Awards
* Donations
* On line Funding
* High Profile Individuals/Patrons
* Community Fundraising

1. Researching and investigating suitable funders to apply for funding for Wiltshire Mind’s services, projects and core costs.
2. Researching funding opportunities using a variety of tools: Funding Central website, Trust Funding database, Community Foundation website, local knowledge, local newspapers, newsletters, bulletins, email alerts.
3. Creating relevant funding applications in a timely manner and sending to funders. Monitoring progress of applications.
4. Undertaking statistical research to support funding applications.

7. Compiling statistics from WM client base to use as data in funding applications.

8. Compiling associated budgets using all available information.

9. Writing speculative letters requesting funding from Trusts (without specific application form), providing relevant information and accounts.

10. Creating speculative letters as necessary to local solicitors, funerals directors etc to promote our work and the need for promotion to their clients.

11. Making contact with local businesses and associations to gain funding for specific work, by phone, in person or by email. Send speculative letters as required to local businesses to gain support.

12. Gaining ‘gifts in kind’ from local businesses to support raffles, our office and the charity.

13. Identifying and building relationships with potential donors. Liaising by telephone with potential funders, local businesses etc

14. Maintaining spreadsheets showing all fundraising applications, grants received, amount of

grant, monitoring dates etc

15. Ensuring all funders are recognized on our website.

16. Ensuring all donors are thanked in a timely fashion.

17. Monitoring the expenditure linked to each grant ensuring that all money is spent in line with the original application.

18. Completing end of grant monitoring reports and evaluation of projects as necessary.

19. Maintaining stakeholder relationships, through phone contact, updates and monitoring/evaluation.

20. Liaising with CEO to meet fundraising targets. Work closely with CEO.

21. Work to create a Fundraising Strategy and implement.

22. Work to support local businesses who have chosen Wiltshire Mind as their ‘charity of the year’. (Periodically may need to get involved in fundraising activities).

23. Work with members of the public who are fundraising for us. Organise supporting paperwork, T shirts, collection tins etc to support.

24. Co-ordinate delivery of materials to fundraisers and collection of money from fundraising events

25. Provide support and advice to anyone fundraising for us and attend events as necessary.

26. Promote events using various mediums.

27. Produce relevant posters, publicity to support campaigns.

28. Plan and facilitate special events for fundraising, such as silent auctions, dances, golf events, or walks.

29. Develop corporate fundraising initiatives, such as employer gift matching, employee giving. Promote to local businesses.

30. Attend meetings to support applications for funding/charity of the year etc

31 Provide presentations on our work to support fundraising through local groups.

32. Collect money from fundraising events.

33. Promote Just Giving to fundraisers, monitor income from Just Giving and thank donors.

34. Investigate new areas of gaining funds.

35. Seek a new patron for the charity.

36. Apply to become ‘Charity of the year’ at local supermarkets, building societies and local businesses.

37. Manage on line fundraising including Easy fundraising. Monitor effectiveness.

38. Seek corporate support and promote other Wiltshire Mind services such as Training.

39. Promote and initiate Gift Aid support through fundraising. Provide Gift Aid forms as necessary. Monitor. Explain the tax advantages of contributions to potential donors.

40. Represent Wiltshire Mind at local events promoting our work and fundraising.

41. Develop proposals, tenders and bids for new work to bring in additional funding.

42. Send monthly update report to CEO, at the end of each month.

43. Occasional weekend and evening work will be required.

44. Other duties as directed by CEO.

The role of fundraiser will involve periodical travel across Wiltshire and some out of hours working.