

Corporate Engagement Fundraiser - Role Description

NB. Please read these BEFORE completing the application form

Purpose of the role

The corporate engagement fundraiser will work to forge long-term mutually beneficial relationships with local corporates, other local stakeholders and the local community for the purposes of boosting our profile and raising funds.

Main tasks

- Research and develop a strategy for potential funding opportunities from individuals, local businesses, trusts and events. This could include:
 - Liaising with acts, donors, guests
 - Finding and securing prizes for auctions and raffles
 - Assisting with the running of the events
 - Assisting with recruitment of runners for charity runs and administration involved in the build-up to the day
 - Assist with administration and implementation of fundraising events and activities
 - Produce content for the website, Facebook and Twitter
 - Provide a good level of donor care, including sending out mail outs and materials, thanking and representing the charity at events
- Update and maintain records on the supporter database
- Work with the Publicity & Marketing team to produce content for the website and social media platforms (Facebook and Twitter for example)
- Working with the Publicity & Marketing team to fit funders to projects
- being developed in the organisation
- Maintain relationships with stakeholders and supporters

Person Skills

- Fundraising experience is an essential skill
- Ability to build and maintain effective working relationships with colleagues and supporters
- Experience of organising events
- Good written and verbal communication
- Strong IT skills
- Strong desire to gain experience in fundraising, events or the charity sector
- Energetic and enthusiastic with a willingness to undertake any task required in a small office
- Confidence in representing the charity at events, meetings or on the phone.

What we want from a corporate engagement fundraiser

- **Equal opportunities**

All Citizens Advice Westminster staff and volunteers are expected to carry out the CAB's policy of equal opportunities. This means actively opposing all forms of discrimination and ensuring that the service is equally available to all people.

- **Confidentiality**

Everything that you see and hear in the organisation is private. All staff and volunteers must sign an agreement to observe a strict rule of confidentiality before they start in the bureau.

- **A commitment to training**

A willingness to learn and develop is central to being an effective volunteer. Learning to be a fundraiser involves a real commitment to training and learning. All fundraisers are periodically assessed as to how they are performing via a set of competences specifically adapted for the role of fundraiser. This helps identify training and development needs.

Things are always changing and you will need to spend some time reading in order to keep yourself up to date. All kinds of training courses, sessions and self-study material are available for assessors to develop their skills and knowledge.

- **Bureau team meetings**

As part of your continuing development it is a priority to attend the monthly bureau staff meetings. They provide a forum for training, case discussion, explanation of policy and practice, and mutual support.

- **Time**

To run an effective service we generally need the corporate engagement fundraiser to volunteer in the bureau a minimum of 1 day per week (Monday – Friday).

Do I get expenses?

It is our policy that volunteers should get out-of-pocket expenses. You should talk to us about the arrangements.

What happens after I have filled in the application form?

Return the form to the Volunteering team who will explain how the selection procedure works.

Note: To ensure the safety of our clients, the Citizens Advice service requires that all volunteers who have direct access to clients, where any part of the work is primarily targeted at legally defined vulnerable adults or children, have their criminal records checked. However, the Citizens Advice service is committed to the promotion and delivery of equal opportunities to volunteers and so has a policy to ensure ex-offenders are not discriminated against.

Please keep these notes