

Trustee

Fundraising Committee



Role Description to be read in conjunction with "Join CAW Trustee Board" paper.

We are particularly looking for an individual with a genuine interest in the work of the Citizens Advice service and who will be motivated by supporting all aspects of our work across Westminster. The Trustee we be expected to assist Citizens Advice Westminster in securing a sustainable and diverse funding base. An understanding of the charity sector and previous experience as a charity trustee are both desirable but not essential.

Main Duties and Responsibilities of the Fundraising Trustee include:

- Be a member of the Fundraising Committee, attending meetings in this respect as well as Trustee Board meetings;
- Providing input into developing a fundraising strategy with effective targets to improve the growth and development of Citizens Advice Westminster;
- Helping to develop the organisation's external relationships locally and nationally to support the growth and long-term viability of the organisation;
- Providing advice and support to the Chief Executive and Board in identifying and helping to secure local individuals that may fund the work of the organisation;
- Helping to plan and develop the key communications to potential major donors and corporate partners to build an increased network of patrons and champions – creating effective donor proposals and ensuring information on how their giving has made a real difference, is reported back to donors;
- Providing input to help develop and maintain relationships with a diverse range of local corporate and individual donors and supporters to help increase the organisation's income generation;
- Helping to identify and secure locally managed fundraising opportunities, including assisting with the planning and execution of fundraising and promotional events;
- Maintaining a comprehensive knowledge and understanding of all aspects of the

- organisation to ensure accurate and consistent representation;
- Performing any other tasks and activities relevant for a post of this nature.

Person Specification

In addition to meeting the core Trustee requirements, the Fundraising Trustee should possess the following qualities:

- Experience of working with a wide range of potential and existing funders, stakeholders and supporters;
- Ability to become conversant with the provisions of Citizens Advice Westminster's articles and any associated regulations or documents, and to advise on their implications in board discussions;
- Ability to develop and implement fundraising strategies;
- Ability to develop and present a business case to a range of donors;
- Ability to network and engage new supporters;
- Ability to demonstrate business development, fundraising and presentation skills;
- Membership of the institute of fundraising (desirable);
- Ideally, have a personal network of high net-worth individuals (desirable).