



Fundraiser

Purpose of the role

To assist the bureau in obtaining resources for the service. This could be:

- money
- help in kind
- equipment.

Main duties and responsibilities may include:

- Identifying possible sources of funding in the community such as:
 - local businesses
 - individuals
 - charitable trusts.
- Working with the Development Manager to fit funders to projects being developed in the bureau.
- Developing a relationship with local funders so that they are aware of bureau activities.
- Developing and maintaining a database of supporters.
- Developing a 'Friends of the bureau' group to encourage and promote community fundraising.
- Facilitating the fundraising sub-committee within the bureau; arranging meetings etc.
- Completing draft funding applications for the management team.
- Drafting publicity materials for fundraising campaigns.
- Organising fundraising events.

Personal skills and qualities that a fundraiser needs:

- A commitment to the aims and principles of the CAB service.
- To understand the importance of confidentiality.
- The ability to write clear reports.
- Excellent communication skills, both orally and in writing.
- The ability to analyse and evaluate information.
- A willingness to attend training and other meetings.
- To be approachable and friendly.
- Ability to work on own initiative.