

Freelance Fundraiser Job Description



Job Title:	<i>Freelance Fundraiser</i>
Reports To:	<i>Management Team</i>
Location:	<i>Home based with access to ITMP Office in Wiveliscombe</i>
Main Purpose of Post:	
<p>To increase the provision of funding streams to enable ITMP to carry out its charitable objectives and increase opportunities for developing new and existing projects. To help organise fundraising events that increase revenue through community participation. The post holder will support raise funds from community fundraising, grants and trusts. You may be involved in developing other key income streams: major donors, regular giving and corporate.</p>	
MAIN RESPONSIBILITIES AND DUTIES WILL INCLUDE:	
<ul style="list-style-type: none"> • Support and develop imaginative fundraising activities, some of which will be events-based • Contribute to bid writing for grant/trust applications • Support develop a strategic plan to guide fundraising activities and revenue generation • Support maintain fundraising databases and documents • Write appeals and direct mail in collaboration with other team members • Stay abreast of fundraising good practice and legislation • To ensure that in all respects of direct operations, relevant policies and good practice are adhered to. For full information see employee handbook and policy framework. • The post holder may be required to attend, from time to time, training, or meetings as required by their own training needs and the needs of the charity. • To establish supportive and effective working relationships with other ITMP staff. • The post holder may be required to undertake additional duties commensurate with the level of this post. 	
Facts and Figures:	
<p>Although varied, the role is mostly direct operations but may require some minimal planning / administration. The post holder may be required to work evenings and some weekends where possible.</p>	
SUPPORTING PROCESSES	
Independent Working and Creativity:	
<p>The post holder will be required to work independently at times due to the nature of the work. Problem-solving is part of the role and the post holder will need to demonstrate an ability to respond appropriately, and in a solution-focussed way. Complex or significant matters are referred to a member of the management team for advice or decision.</p>	
Decision Making:	
<p>There is no responsibility for line management of staff or budget management within this position, although all staff have a duty of care in relation to equipment and resources used. Under the direction of line manager, the post holder may make day to day decisions regarding required workload or tasks at hand.</p>	
Contacts and Relationships:	
<p>The post holder may work alongside:</p> <ul style="list-style-type: none"> • Young people aged 8-18yrs • Staff and volunteers 	

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Additional Information:

An DBS clearance is required if the post holder works alongside children and young people during the role. This post is exempt from the Rehabilitation of Offenders Acts. As this is a freelance role, the post holder will be required to submit costs per task or actions in relation to the workload and then provide a receipt or invoice for payment upon completion of agreed targets.

PERSONAL SPECIFICATION: KNOWLEDGE, SKILLS AND EXPERIENCE:

Key Competencies: <ul style="list-style-type: none"> • Ability to communicate. • Patience, tolerance, and flexibility • Ability to self-manage • Experience in raising funds in the social, voluntary and community sector • An understanding of the role 		Desirable Competencies: <ul style="list-style-type: none"> • Experience or understanding of community & Youth sector 	
Personal Knowledge			
Essential		Desirable	
<ul style="list-style-type: none"> • Experience of charity fundraising over a range of methods • Experience/knowledge of grant/trust applications • Good administration skills • ICT competency 		<ul style="list-style-type: none"> • Able to interpret and apply guidelines and documentation relevant to work • Organisational skills 	
Personal Qualities			
Essential		Desirable	
<ul style="list-style-type: none"> • Ability to plan and manage own time and work load • Ability to set and work to goals and targets • A flexible mindset • Ability to work as part of a team and on own initiative • Effective interpersonal skills • Positive attitude • Flexible – able to work evenings (and weekends on occasions) • Integrity and honesty • Minimum age 18 years 		<ul style="list-style-type: none"> • Creative approach • Willingness to participate in other work if required. • Sense of humour. 	

Agreed that the Job Description is a fair and accurate statement of the requirements of the job:

Job Holder: Date:

Line Manager: Date:

Designated Senior Manager: Date: