

Refugee Support Devon

Marketing and Fundraising Trustee

Role description

Job title	Trustee responsible for marketing and community fundraising
Direct report	RSD's manager, the board of trustees and a small group of staff, trustees and volunteers comprising the fundraising subcommittee.
Background	A background in any of the following areas: charity fundraising, communications, marketing, finance, public relations, sales.

Role summary

- To develop and implement a new marketing and fundraising strategy for Refugee Support Devon, with the aim of increasing local community and corporate support for our work.
- To bring a fresh perspective to wider fundraising plans and strategy, and support RSD's fundraising team of staff and trustees.
- To ensure that fundraising is of the highest standard and priority.

Main responsibilities of the Marketing and Fundraising Trustee

- Lead the development, supported by key staff and trustees, of a new marketing and fundraising strategy, with the aim of increasing community and corporate support for RSD's work.
- Oversee and support key staff members in delivering the new marketing and fundraising strategy. This could involve assisting staff to establish a simple customer relationship management (CRM) database; designing an appropriate outreach and email marketing plan; supporting key external-facing events (e.g. in Refugee Week); and helping to seek out new corporate and community partnerships / sponsorship for the organisation.
- Assess where fundraising fits into the overall organisational strategy, and work with staff and volunteers to ensure effective income generation is being achieved.
- Maintain regular communication with relevant trustees (including members of the fundraising subcommittee, and the communications trustee) and team members.
- Be an active champion of the organisation.

Refugee Support (Devon) Ltd (formerly Refugee Support Group Devon) is a charitable company (No 7731995) registered with the Charity Commission (No 1143884)



Person specification

Essential

- Enthusiasm for promoting the work of Refugee Support Devon and building new relationships with local organisations and businesses.
- Relevant marketing & fundraising experience e.g. prior work or voluntary experience with a relevant charity or business.
- A good understanding of marketing and fundraising, an ability to monitor progress and to ask the right questions about fundraising strategy and implementation.
- Excellent networking and communication skills.
- An ability to work effectively as a member of a team.
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

Desirable

- An understanding of the challenges facing small UK charities in maximising income streams & donor cultivation.
- Experience of diverse fundraising practices, including corporate and philanthropic giving.
- Knowledge of the voluntary sector. An understanding of the UK charity sector and good governance.
- Existing relationships and contacts at charities and businesses located in Exeter and Devon

Time commitment and location

- The board meets at least seven times a year.
- You will be a member of a sub-committee which will meet every 2-3 weeks on Zoom.
- Anticipated time commitment: 8 hours per month.
- Board meetings are held every 2 months on a Tuesday evening at the organisation's premises or (alternately) on Zoom:
Exeter Community Centre, 17 St David's Hill, Exeter EX4 3RG.

How to apply

Please send a CV and covering letter by post or email to:

Refugee Support Devon,
Exeter Community Centre
17 St David's Hill,
Exeter EX4 3RG

Tel: 01392 682185

Email: info@refugeesupportdevon.org.uk

Refugee Support (Devon) Ltd (formerly Refugee Support Group Devon) is a charitable company (No 7731995) registered with the Charity Commission (No 1143884)

