

Refugee Support Devon



Fundraising trustee role description

Job title	Trustee with fundraising oversight role
Direct report	RSD's manager, the board of trustees and a small group of volunteers
Background	A background in any of the following areas: charity fundraising, marketing, finance, public relations, sales.

Role summary

- To assist the Board to see the bigger picture; bring a fresh perspective to fundraising plans and strategy, and support the organisation's fundraisers.
- To ensure fundraising is of the highest standard and priority.

Main responsibilities of the fundraising trustee

- Oversee fundraising and make sure it is carried out in legal, honest and accountable ways.
- Assess where fundraising fits into the overall organisation strategy and work with staff and volunteers to ensure effective income generation is being achieved.
- Support and encourage the fundraising team in their work and design and facilitate the organisation's approach to fundraising
- Develop a strategy for regularly updating RSD's database of potential donors.
- Identify donors who are prepared to fund core costs.
- Carry out risk assessment at every fundraising stage, especially when considering new or ambitious fundraising strategies.
- Advise the board on fundraising techniques e.g. professional fundraising and how to link with other organisations.
- Contribute to fundraising bids.
- Be an active champion of the organisation.

Qualities of a fundraising trustee

Essential

- Someone with sufficient fundraising/income-generation knowledge and/or business development background or having run a medium size business.
- A good understanding of 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

- Knowledge of digital or social media.
- An understanding of the challenges facing small UK charities in maximising income streams & donor cultivation.
- Experience of diverse fundraising practices, including statutory funds, corporate and philanthropic giving.
- Knowledge of the voluntary sector. An understanding of the UK charity sector, good governance, Charity Commission, Companies House requirements, relevant legislation and statutory requirements.

Time commitment and location

- The board meets at least six times a year.
- You will be a member of a sub-committee which will meet as and when required.
- Anticipated time commitment: 8 hours per month.
- Board meetings are held at the organisation's premises:
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: infor@refugeesupportdevon.org.uk

