



Combe Mill Society - Role Description

Date: November 2010

Issued by: _____

Role Description: : Fund Raiser

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1. **Principal tasks:**

In taking on the role of fund raiser for the Combe Mill Society you will seek to increase the contributions of individuals and groups to the Society by building relationships and exploring new fundraising opportunities.

You will seek to raise funds from various sources such as local councils, businesses, legacies, charitable trusts, and fundraising events.

As our fund raiser you will develop successful relationships with our supporters, so your ability to communicate and publicise our objectives and to network with potential donors is crucial. In performing your role your activities will typically include:

- identifying elements of our projects that match the grant giving criteria of the various funding bodies in the Industrial Heritage, Social and Local History fields;
- taking the lead in preparing grant applications to identified funding bodies;
- developing new and imaginative fundraising activities, many of which will be events-based;
- raising awareness of Combe Mill at both the local and national level by writing press releases, giving talks to groups or dealing with the media;
- managing and maintaining our records of donor contacts;
- preparing mail-shots and correspondence;
- advising the Board on how you will focus effort upon the most appropriate fundraising activities with the highest chance of success.

2. **Hours**

Unlimited. The role may be carried out from home and on-line.

3. **Financial responsibilities (if any):**

Budgets for fund raising activities must be approved by the Board. Out of pocket expenses will be reimbursed.

4. **Health & Safety**

Be fully aware of, and operate, all relevant health & safety requirements

General: comply fully with the Health and Safety Policy and procedures of the Combe Mill Society

NOTE:

In consultation with the Directors this Role Description may be changed from time to time to suit the business needs of the Combe Mill Society.