

Unite Volunteer Job Description

Title: Fundraising officer

Job summary:

East Norfolk Youth for Christ (Unite) relies exclusively upon donations to maintain its finances. Historically donations have been received from:

- ✚ Churches within the Borough of Great Yarmouth
- ✚ Individual members of those churches
- ✚ Grant-making Trusts and other organisations which are supportive of Unite's aims and objectives.

In order to maintain and build upon the network of supportive contacts which have been developed during Unite's four year history, the trustees are looking to appoint a volunteer who has the time, aptitude and enthusiasm to make this vital contribution to the ongoing work of our growing ministry. No specific experience of fundraising is needed. The task does, however, require commitment on two levels:

1. A commitment to the declared vision of Unite
2. A commitment of personal time.

Responsible to: The Director and the Trustees

Responsibilities:

Grant-making Trusts

- ✚ Identifying potential donor trusts and organisations
- ✚ Completing applications for funding
- ✚ Acknowledging receipt after donations received
- ✚ Maintaining and developing relationships with supportive organisations

Individuals and Churches

- ✚ Increasing the number of individuals and churches who give regularly to the work of Unite
- ✚ Assisting in the preparation & distribution of an appeal letter three times per year
- ✚ Maintaining and developing relationships with existing donors

As the trustee who has been responsible for fundraising thus far, Richard Child will gladly provide any input required to enable the newly appointed volunteer to get up to speed.