



THE QUILTERS' GUILD OF THE BRITISH ISLES FUNDRAISING OFFICER ROLE DESCRIPTION

Responsible to: Lead Trustee for Communications

Liaise with: Chief Executive

Main purpose of role:

To maximise the generation of funds for The Quilters' Guild through activities involving Guild members and the wider quilting community.

Your role is to innovate, encourage and stimulate fundraising activities within the membership of The Guild to enable the continuing work of The Quilters' Guild in its role as an Educational Charity. You will be responsible for the encouragement and co-ordination of all fundraising activity, within The Guild including initiatives taken by our Regions.

Duties:

- Generate increased income for The Guild
- Co-ordinate fundraising activities within The Guild, including the annual Festival of Quilts tombola, AGM raffle quilt and other initiatives
- Identify and create new fundraising initiatives
- Establish links with other voluntary groups to encourage donation of funds to The Guild
- Liaise with the Brand Manager for profile-raising events
- Assist the Chief Executive in developing a fundraising strategy as part of The Guild's Business Plan

Person Specification

- Strong organisational skills
- Strong communication and interpersonal skills – verbal and written
- Good at research and devising funding strategies
- Ability to understand and manage budgets
- Ability to work collaboratively
- Competent computer skills including use of email, Word and (ideally) Excel.
- Understanding of charity law in relation to fundraising

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The Quilters' Guild of the British Isles Tel 01904 613242

Registered Office: St Anthony's Hall, Peasholme Green, YORK YO1 7PW

Registered in England and Wales as a charity no. 1067361 and a company limited by guarantee no. 03447631

Registered as a charity in Scotland no. SCO43174

Form C14

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All National Officers of The Quilters' Guild should:

- Act in the best interests of QGBI as a whole – considering what is best for the organisation and its beneficiaries and avoiding bringing QGBI into disrepute.
- Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest. Officers should not gain materially or financially unless specifically authorised to do so.

Office 365 Email System

Please be aware that using The Guild's Microsoft Office 365 email system and a role specific 'Guild' email address is a required and essential aspect of this volunteering role. Volunteers must not use personal email addresses to conduct Guild business.

Respecting Confidentiality

In the course of your duties as a national officer we would ask you to show respect and restraint in not discussing confidential information with others outside the governing body as it is generally not appropriate for members or people from outside The Guild to have access to this type of information. This refers to all types of information, whether or not it is actually flagged as Confidential Information. There will always be situations of ambiguity, please ask if you need clarification and refer back to your Lead Trustee for any matters which are unclear.