

YFGM Fundraiser

3 Years

Purpose

Ensuring that YFGM's activities are sustainably funded and that all fundraising undertaken on behalf of YFGM falls within Charity Commission guidelines. Also, to oversee YFGM's general financial arrangements as part of the YFGM Finance Committee.

Duties

- Maintaining good records of current and previous fundraising activities.
- Being familiar with all Charity Commission guidelines relevant to fundraising activities being undertaken on behalf of YFGM.
- Maintaining, with the rest of Finance Committee, a strategy for fundraising.
- Researching suitable trusts and foundations for possible grants, and making applications.
- Maintaining relationships with funders and potential funders, and the wider Society of Friends, performed in consultation with YFGM Outreach Committee.
- Developing a donor relationship strategy.
- Maintaining our presence on charitable donation websites.

Skills Required

- Communication and correspondence skills, including by post, email and telephone.
- An ability to develop and maintain good relationships with current and potential funders.
- An ability to make and maintain records.
- Computer skills, including internet use.

Time Commitment

- Attending all Planning Weekends (three a year) and occasional other meetings.
- Attending any training required for the role (which will be funded by YFGM).
- Considerable between-YFGM involvement is needed to research and approach potential funders, maintain good relationships with current funders and maintain fundraising records.

Finance Committee

Purpose

To act as the treasurer of YFGM and ensure that the money belonging to YFGM is handled properly.

Duties

To write the YFGM annual accounts and set the budget to be presented before a full session of YFGM.
To ensure all committee expenses are accounted for.

Skills required

A very basic knowledge of book-keeping – the ability to add and subtract.

Time commitment

Finance Committee meet as a whole at January Planning Weekend.