

JOB DESCRIPTION

TITLE	TRUST FUNDRAISER (Volunteer Position)
DATE REVIEWED	March 2014

1. PURPOSE OF ROLE

The Trust Fundraiser is responsible for increasing income from Trusts and Foundations for the successful implementation of A2B Albania's mission. He/She focusses on maintaining existing relationships with Trust Funds and researching and developing new sources of funding.

2. POSITION IN ORGANISATION

- Reports to: Board of Trustees
- Direct reports: None (but may be required to oversee other volunteers)
- Maintains close communication with staff in Albania

3. ORGANISATIONAL REQUIREMENTS

The post holder will at all times carry out their responsibilities with due regard to organisational values, character and policy especially in relation to upholding its Christian identity.

4. KEY RESPONSIBILITIES

4.1. TRUST FUNDRAISING

- With others, develops achievable Fundraising Strategy and ensures adherence to it and timely implementation of agreed tactics.
- Takes full responsibility for strategy in relation to Trust Fundraising.
- Creates and maintains a database of Trusts and Foundations, grants received and speculative enquires. Keeps accurate records of all interactions with Trusts
- Makes timely applications for funding and monitors progress.
- Maintains good communications with trusts and foundations ensuring that relationships are grown and developed.
- Obtains timely information on projects, progress, outcomes and impact of work in Albania.
- Writes proposals and maintains a portfolio of projects for funding. Shares portfolio with Supporter Relations Officer for use with Churches and Individual donors.
- Writes reports and ensures trust donor requirements and expectations are met.

4.2. RESEARCH

- Undertakes research of trusts and their funding strategies to determine new opportunities.
- Ensures application and grant making criteria is understood, and is applicable and achievable for A2B.
- Maintains accurate records of research and creates plan of proposed applications.

4.3 OTHER

- Helps to organise donor visits to A2B's work and accompanies donors where appropriate.
- Advises Trustees and others on fundraising successes and makes recommendations for development of A2B's funding strategies.
- Maintains awareness of best practice and fundraising standards and ensures organisational compliance.
- Attends trustee meetings as required.
- Where possible visits work of A2B in Albania to familiarise self with projects and impact.

Notes:

This is a non-salaried voluntary position

It is hoped that the volunteer would be able to commit to a minimum of four hours per week.

The position is home based.

Access to a computer and phone is required.

Essential expenses will be reimbursed subject to them being pre-approved by the Board of Trustees.