

ST IVES COMMUNITY LAND TRUST LTD.

JOB DESCRIPTION; DRAFT

ROLE:	FUNDRAISER - FREELANCE
AREA OF WORK:	Income Generation
HOURS OF WORK:	tbc/flexible
LOCATION:	St Ives, Cornwall – Home Working Position
RESPONSIBLE TO:	Company Secretary
SUPERVISOR ROLE:	Not applicable for this role
SALARY	£16 per hour

MAIN PURPOSE:

This is a funded short-term role initially to identify and utilise our current strategic fundraising targets

1. Enhance existing donor relationships and research new opportunities to promote our community projects.
2. Collaborate with other groups and organisations within the community to build partnerships and enhance fundraising activities
3. Leverage social media by writing content and liaising with others in the organisation
4. Create marketing materials such as flyers or brochures to be used for fundraising purposes
5. Research potential donors and advise on how to position our projects to appeal to donors.
6. Research and submit three funding applications to Trusts, Foundations or key funding organisations
7. Work with the team to review the fundraising strategy and consolidate activities

DUTIES:

- Regular data information gathering and research to evidence funding opportunities
- Data-management and monitoring and evaluation for beneficiaries of funded and voluntary projects.
- Presentation preparation and delivery across the CLT network
- Maintain project record-keeping and confidentiality
- Support with on-line networking and marketing
- Sharing information across the CLT St Ives Charter group network of local groups.

PERSON SPECIFICATION

- Two years' experience in a similar role including any unpaid work experience and life experience of personal volunteering activity in an administrative, office-based role.
- Full and clean driving licence – desirable, not essential.
- Basic computer literacy including word processing and spreadsheet use.
- Knowledge and understanding of social inclusion
- Strong verbal and written communication skills, good attention to detail.
- Personal attributes sought will include ability to communicate effectively, ability to develop strong internal and external relationships.
- Ability to work under pressure