**Fundraising Officer Role Description**

**Who We Are**

LonGBoaT Wakefield has been running for many years but achieved Charity Incorporated Organisation (CIO) status in April 2024.

Serving the LGBT+ community in Wakefield we organise events and activities throughout the year as well as an annual pride event. The aim of the organisation is to further expand our offering to the community and gain insight to the requirements of the community to plan and develop required services.

**Role Description**

The role of the Fundraising Officer is important for the delivery of LonGBoaT Wakefield CIO’s aims and objectives and the objects outlined in our governing document.

The Fundraising Officer will be fundamental in seeking opportunities for funding and coordinating fundraising events with the rest of the Trustees and volunteers. This is a key role within the organisation and requires good communication and the ability to translate our aims and objectives to protentional funders.

**General Trustee Duties**

As a Trustee it is expected to undertake or coordinate activities related to their area of responsibility between meetings. This will be a variable time commitment depending on the role, for example at least 2 hours a week for the Chair and Treasurer, and a minimum of 6 hours a month for other roles (in addition to meetings).

* Ensure that LonGBoaT Wakefield CIO always complies with its governing document, charity law and any other relevant legislation or regulations.
* Ensure that LonGBoaT Wakefield CIO pursues its objects as defined in its governing document.
* Maintain proper financial control and ensure that LonGBoaT Wakefield applies its resources exclusively in pursuance of its objects i.e. the charity must not spend money on activities that are not included in its objects, no matter how worthwhile or charitable those activities are.
* Set and maintain vision, mission and values.
* Develop strategy, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets.
* To support the operational management of the organisation
* Monitor, enforce the implementation of internal policies and review them where necessary.
* Ensure that risk assessments for all aspects of the charity are carried out and maintained.
* Safeguard the good name and values of LonGBoaT Wakefield CIO.
* Maintain effective board performance and ensure the effective and efficient administration of LonGBoaT Wakefield CIO including funding, insurance and premises.
* Act in the best interests of the charity in respect of decisions made as a trustee, never in the interests of yourself or another organisation
* Use any specific skills, knowledge or experience to help the board reach sound decisions. These may involve scrutinising board and focus group papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives and other issues in which the Trustee has special expertise.
* A Trustee is required to act reasonably and prudently in all matters relating to the charity and must always bear the interests of LonGBoaT Wakefield CIO in mind.
* The term of office is three years. A Trustee can retire early by giving notice in writing.
* Trustees are expected to read documents and think critically about them in preparation for the Trustee Board meetings.

**Fundraising Officer Duties**

* Develop and maintain strong relationships with existing and potential donors and supporters.
* Identify, assess and progress new grant sources and fundraising opportunities.
* In consultation with the Treasurer, develop, implement and coordinate a fundraising plan aligned with budget requirements.
* To coordinate and support the work of the organisations fundraising committee.
* In consultation with the Secretary, to prepare and submit donor progress reports (narrative and financial), monitoring and evaluation requirements in accordance with donor criteria and deadlines.
* Maintain knowledge of current fundraising procedures and legislation affecting fundraising activities within the charitable sector.
* Provide regular information to the Trustee Board and the organisations Fundraising Committee about funding possibilities and opportunities.
* Promoting Gift Aid reclaims amongst fundraisers for the organisation.
* Contribute to fundraising events and activities.
* Contribute, organise, support and attend new and existing events and activities where required.
* Work with Fundraising Committee and supporting organisations to develop fundraising events.
* Contribute to an annual calendar of fundraising events and activities.
* Ensure funder objectives and requirements are met, ensuring all required reporting and evidence is obtained and completed.