



# FAITH IN ACTION

helping with homelessness

## **Merton's Homeless Drop-In Centre needs volunteer fundraising co-ordinators**

Here is an outline role description.

### **Purpose:**

To ensure that the Faith in Action Merton Homelessness Project maintains warm contacts with its supporters; and to co-ordinate activity to raise awareness or funds for the charity.

### **Responsibilities:**

- 1 Act as a main point of contact for donors, potential donors and other supporters.
- 2 Discuss options for fundraising activities with organisations or individuals who would like to raise funds for Faith in Action.
- 3 Liaise with local faith groups, schools and other potential supporters to set up speaking engagements.
- 4 Liaise with and provide advice to others in the charity who are developing messages and producing publicity material.
- 5 Maintain a calendar of speaking engagements and other events.
- 6 Help to train a team of volunteers who can speak at churches and other events.
- 7 Organise events to raise awareness of, or funds for, Faith in Action.
- 8 Review the database of contacts on a regular basis to identify potential donors, and advise the Trustees of people or organisations to approach.
- 9 Liaise with Merton Voluntary Service Council and other agencies to identify potential funding sources, and advise Trustees of funding opportunities.
- 10 Support trustees with the co-ordination of funding applications.

### **Skills:**

- Expertise in raising funds for charities
- Planning and ability to present plans clearly
- Ability to explain the process clearly to those without fundraising expertise

### **Experience:**

- Fundraising activity or fundraising advice for a small local charity
- Raising funds to support people who are homeless or for an equivalent social issue (desirable)

***Please apply to*** Richard Price <richardldprice@hotmail.com>

[www.mertonfaithinaction.org](http://www.mertonfaithinaction.org)