

NEW ROLE: FUNDRAISER

ROLE DESCRIPTION

This role description had been developed to give potential applicants an idea of the kind of activities that will be required within this post. This is an outline only and is not definitive or restrictive in any way. It will be reviewed regularly and may be amended in the light of changing circumstances following consultation with the post holder or potential applicants.

ROLE: COMMITTEE MEMBER (FUNDRAISER)

SALARY: N/A - VOLUNTARY

Role Base: home working except requirement to attend trustee meetings based in Ealing, West London - Quarterly

ACCOUNTABLE TO: CHAIR OF TRUSTEES

Role Summary:

The IFA is the first governing body for aromatherapy established in 1985. Set up for the safety of the public, whose purpose is the preservation of health and wellbeing by advancing the knowledge, practice of and expertise in aromatherapy by education, teaching and training we have been a registered charity since 1986. Each year the IFA donates funds, time, expertise and other resources to raising awareness, and initiate various projects to integrate aromatherapy into physical and social environments where there is need. We are proud of our historic and ongoing commitment to investing in research and collaborating with various international charities for the benefit of the public.

The successful applicant will be required to undertake the following duties, as detailed below.

- Actively participate as the key member developing the fundraising sub-committee of the Trustee Board.
- Assist in securing additional funding and the diversification of funding sources.
- Assist in setting the fundraising strategy of the organisation and in setting and monitoring performance against fundraising targets.
- Support specific fundraising activities with a particular focus on increasing unrestricted funding through public and corporate avenues.
- Act as an ambassador for the International Federation of Aromatherapists (UK), representing the charity at key meetings and facilitating networking opportunities with potential donors, Corporations or other potential funding streams.

Fundraiser Person Specification:

- Commitment to the organisation and its objectives as set out in the Articles of Association.
- Willingness to devote the necessary time and effort.
- Strategic vision.
- Good, independent judgement.
- Ability to think creatively and the ability to be proactive, enthusiastic and motivated in securing funds for International Federation of Aromatherapists and its projects
- Willingness to speak their mind.
- Ability to work effectively as a member of a team.

- Organisational ability.
- Knowledge or experience of business and committee procedures.
- Previous experience, skills and expertise in fundraising.

The Charity has a statutory duty to involve service users and the public in the work of the organisation. We consider that staff, volunteer and user involvement is the responsibility of every individual associated with our Charity. All Trustees have a responsibility to listen to the views of volunteers and to contribute to service improvements. You will be expected to support the Charity in this aim through your working practice.