



Fundraising Officer – Job Description

Main duties and responsibilities

- Oversee the fundraising efforts of their branch, with support from fellow committee members as necessary
- Establish consistent sources of income to contribute to the sustainability of the branch, with the aim of each branch becoming financially independent within three years
- Utilise fundraising as a way of expanding and strengthening the Students4Students community by:
 - Working with local organisations, partner schools and the University
 - Engaging tutors in fundraising efforts and encouraging their involvement

Other duties and responsibilities

- Support other committee members with their activities as necessary
- Support the creation of material for social media

Skills and qualities

- Excellent organisation and time-management skills
- Excellent written and communication skills (including email and telephone correspondence)
- Resourcefulness and creativity to find new ways of securing funds
- Approachability and ability to communicate the cause of Students4students to external stakeholders
- Ability to work well in a team
- Experience of fundraising is desirable but not essential

Time Commitment

Students4Students is looking for individuals who are able to dedicate a regular proportion of their time to the role (On average 2 hours a week).

During the year, the Fundraising Officer will be required to:

- Attend a pre-term day training session in (*Date TBC likely late April*)
- Attend a fortnightly branch committee team meeting – *45 minutes per meeting*
- Attend a monthly national Fundraising Officer's meeting (online) – *also 45 minutes per meeting*
- Attend a termly one-to-one catch up with the national fundraising lead

Other parts of the role may be sporadic or less easy to predict. You must:

- Maintain regular contact with the rest of the branch team and the National Fundraising Lead over email or Teams
- Supporting other committee members with other tasks/events (i.e. freshers' fayre)