

## **Job Title**

Volunteer Funding Development Officer

## **Reports To**

Volunteer Support Officer (Co-ordinator) / MARINELife Management Team

## **Job Purpose**

To identify, manage and raise small scale funding opportunities for MARINELife.

## **Key Responsibilities**

- Manage existing and identify a range of new opportunities to raise small funds and donations for MARINELife from the public
- Contact local businesses to seek resources, funding and donations for use by the Volunteer Local Events Managers / MARINELife Management Team
- Ensure that all fund raising activities undertaken comply with the legal and best practice guidelines

## **Main Duties**

1. Manage existing and identify a range of new opportunities to raise small funds and donations for MARINELife
2. Ensure that all fund raising activities undertaken comply with the legal and best practice guidelines including the Charities Act 2006 and Codes of Fund Raising Practice.
3. Contact local businesses about our work and seek resources and donations for use by MARINELife in delivering its aims – creating a database and communicating any donations to the MARINELife administrator
4. Work with the Volunteer Support Officer (Co-ordinator) to develop and implement an agreed Fundraising Strategy for public donations.
5. Liaise with the Volunteer Support Officer (Coordinator) and Local Events Managers over fund raising opportunities and requirements at local shows and events.
6. Ensure that those giving to MARINELife are clearly informed about its work and what and where their money is going to

# Skills, Qualities and Experience

## *Essential*

- Excellent communicator and ability to interact with businesses and the public
- Basic numeracy skills
- Ability to understand the requirements for fundraising
- Full understanding of the principles of MARINELife and its work
- Team player able to work with and motivate a range of people
- Ability to inspire others to donate to MARINELife
- Fundraising experience
- Keen interest in the marine environment
- Self motivated, proactive and enthusiastic
- Well organised with good attention to detail
- Access to own computer
- Flexible working – some evenings and weekend work required

## *Desirable*

- Commercial experience
- Experienced in the legal requirements for fundraising
- Marketing experience
- Accountancy skills
- IT literate
- Track record in fundraising
- Science background
- Experience working within a charity or volunteer organisation
- Experience of working in the NGO sector, and with various government, industry and public stakeholders