



Volunteer Role Description

Fundraising Officer

Updated September 2024

Overview

The role of Fundraising Officer is a voluntary Sunshine Cat Rescue (SCR) committee role.

This role requires the holder to have the following skills:

- Good literacy
- Excellent communication and organisation with attention to detail
- Able to build and maintain good relationships with both volunteers and event organisers
- Comfortable using social media

Responsibilities

- To represent SCR in a professional manner at all times, maintaining a focus on the core purpose of the charity.
- To adhere to the SCR social media Policy and to act within the GDPR.
- To identify potential, appropriate, and legal fundraising opportunities and to bring to the attention of the Committee.
- Once events are agreed upon by the Committee, book stalls and venues and contact potential volunteers needed for the event.
- To administer Committee approved fundraising schemes, such as raffles, 200 Club etc.
- To oversee the collection and storage of (non-food or foster supply) donations, which may be delegated to other volunteers as needed.
- To ensure any funds raised are passed to the Treasurer in a timely manner.
- To co-ordinate the distribution of posters, and the emptying of food donation bins and yellow cash collection cans where necessary.
- To ensure that all stalls represent SCR in a professional and attractive manner, and that all written and visual material is up to date. This may be delegated to other committee members who may be attending any stalls, and you should liaise with the Publicity and Marketing Officer regarding marketing and promotional material.
- To attend monthly committee meetings and report on fundraising activities. If unable to attend in person, a written report should be submitted prior to the meeting.
- To liaise with other committee members and volunteers as needed.

Please note, this list is not exhaustive and may be updated as needed.

Time Commitment

This role requires a minimum time commitment of 10 hours or more per week, which may vary depending on the charity's needs.