

Branch fundraising co-ordinator

Aims

To act as the central contact point for all branch fundraising activities and to maintain momentum for the branch fundraising programme.

Key activities

- In conjunction with the committee produce a fundraising plan and budget, to be agreed and adopted by the committee, dedicated to raising funds for your branch
- Control and monitor the branch fundraising plan
- Identify fundraising jobs and help recruit volunteers to fill them
- Establish a fundraising team and provide support and motivation to the fundraising volunteers
- Liaise with the Volunteer Co-ordinator and establish and maintain a database of Fundraising supporters and volunteers. Be aware of and comply with data protection regulations and gift aid procedures.
- Produce or organise the production of branch fundraising materials.
- Identify and maximise new fundraising opportunities.
- Ensure best practice in fundraising – making sure your branch fundraising is legally compliant, for example, obtaining relevant permissions and licenses and that use of the RSPCA logo is correct.
- Produce monthly update reports showing income, expenditure and work in progress for the branch committee.

- Liaise with the branch health & safety trustee to ensure that all activities and events are risk assessed and conducted in a safe manner.
- Attend a 'fundraising workshop' as provided by the Society as soon as it is practicable.