

## Martha Care Fundraiser

Be in from the very beginning. Martha Care is a very new charity with big ambitions and we need a skilled fundraiser to help us begin to make those plans a reality for families from all over the South West who find themselves needing support when their children are admitted to hospital.

Do you have experience with funding bids/applications/proposals or fundraising?

Are you a passionate and enthusiastic individual with a good sense of humour and a friendly personality living within reach of Glastonbury?

Do you possess some knowledge of fundraising for small charities/ community organisations?

Can you motivate and support people who want to raise funds for us?

Do you have the ability to build relationships with potential supporters?

If yes then you could be the right person for us!

What Is The Vacancy?

As Fundraiser your role will include some or all of these things;

- To organise street and shopping mall collections;
- To recruit a group of volunteer fundraisers and provide support, advice & training to those volunteers
- To provide support & advice to any other groups wishing to raise funds for Martha Care
- To research charitable trusts and foundations to find those whose grant criteria matches our projects;
- To write and submit trust fund applications;
- To contact businesses, clubs and professional organisations to get funding or arrange presentations;
- To organise boot sales or stalls at fairs etc;
- To find volunteers to run marathons etc and set up sponsorship events;
- To help with organising our regular fundraising events and possibly start other event initiatives e.g Charity balls, auctions, raffles
- To organise the placement of collection boxes in shops and restaurants etc;
- To come up with other ideas for raising awareness and getting donations;
- To carry out social network contacting - raising awareness by using Facebook, Twitter, forums, blogging, YouTube etc;
- To direct marketing - i.e. Leaflets, emails etc to companies, schools, clubs and organisations followed up by visits or phone calls;
- To attend business networking events and trade shows to meet and persuade contacts to get involved/donate;

- To soliciting donations of items (art, valuables, bric an brac etc) that can be either auctioned or sold on EBay, boot fairs, events, etc;

### What We Are Looking For?

We are looking to raise funds for social workers who provide direct support to families with children in hospitals in the South West, initially trialling the service in the Bristol Royal Hospital for Sick Children; with management support to those staff, admin support, office space, all bills including telephone and internet, resources and core costs, including insurance.

We would like your help in raising the funds for these resources and to ensure that we can provide these much needed services to families caring for very ill or injured children.

The post is initially for a 3 month period with a view to a fixed term contract subject to funding.

12 hours per week, rising to 18.5 when funding is secured.

Pay £10 per hour with a pay review when the contract is renewed after 3 months

We would also like to hear from volunteers who can commit any time to aid and support us in achieving this fundraising. We also foresee the prospect and possibility of making this post a paid position provided that the fundraising goes well.

### Skills and Attributes

- Good Sense of Humour and Bubbly Character
- Tact and diplomacy
- Good communication and interpersonal skills
- Excellent presentation skills
- Good organisational and time-keeping skills
- The ability to write reports, presentations, grant funding applications and letters
- Committed to excellence in fundraising

### What Are The Benefits?

1. Supporting a valuable and much needed not for profit charitable family support service that will appreciate your help and support.
2. Your name included on the website, as well as included in our Annual Report, newsletter

and other relevant publicity.

3. Professional supervision and support

4. Access to resources and professional training.

5. An opportunity to grow, develop and shape a new and valuable charitable organisation.

6. Working with a small, open minded, supportive and creative trustee board who have worked very hard to get the charity off the ground

How To Apply?

Send your CV and Covering Letter outlining the attributes you would provide to the position and how you would help us build capacity.

**CLOSING DATE:** 5pm Friday 22nd July 2011

NB: This post availability is subject to satisfactory references and clear Enhanced CRB (Police Check)