

## **WAMES Fundraising coordinator role description**

This new role offers the opportunity to develop and implement a sustainable fundraising strategy for WAMES, the Welsh charity which represents and supports people affected by the neurological condition of ME, and CFS.

The charity is only funded by donations and grants, so this is a critical role which will ensure that WAMES can continue to work towards improving services and enhancing the quality of life of approximately 13,000 families in Wales.

You would be based at home, but working with, and responsible to the management team (all also volunteers) for developing and implementing a sustainable fundraising strategy.

The role involves overseeing all elements of fundraising and building a team of volunteers to help you implement the strategy.

### **Fundraising team activities include:**

- develop a sustainable funding strategy
- research and write / update fundraising policies and procedures, including risk assessments
- liaise with the Executive committee to identify funding needs
- identify a variety of fundraising methods and select the most appropriate for WAMES e.g. grants, donations, crowdfunding, membership/alumni, special events, sales, business partnerships / sponsorships
- identify suitable funders and make grant applications
- oversee grant spending and ensuring grant monitoring requirements are properly fulfilled
- encourage a wide range of volunteers to get involved
- ensure volunteers are trained and supported where appropriate
- develop a team approach to work tasks
- coordinate the charity's direct communication with individual donors, including writing and sending out thank you messages and regular general and project-specific newsletters and reports to donors to encourage sustained support for the charity
- support & inform a team of fundraisers, to include identifying potential donor benefits to volunteers and contributors within the parameters agreed (certificates, donor wall recognition etc.)
- find ways to encourage all supporters to adopt easy fundraising approaches (such as online shopping, Ebay, paypal Gift aid etc.)

The opportunity may be available to try part of the role before committing or to share the role with another. WAMES is happy to discuss options.

## Useful skills

- administrative and IT skills, and an ability to maintain records and produce clear written and oral reports
- team leadership skills and be able to inspire and mentor a wide range of people, both in person and via phone and virtual means
- good communication skills
- be flexible and willing to learn new skills
- opportunity to use Welsh language
- an empathy with people with a medical condition and/or carers and an understanding of their needs
- a flexible and non-judgemental approach to people and work
- ability to deal with information in a confidential manner and respond with sensitivity;
- good organisational skills and the ability to manage a variety of tasks
- a willingness to learn about ME and the principles underlying WAMES' work

## Requirements

- ✓ Police check to work with children and/or vulnerable adults
- ✓ Required to use own vehicle or public transport if travel is necessary
- ✓ Required to use own vehicle insurance
- ✓ Required to use own IT hardware but some software may be available
- ✓ Age 18+

## When?

Much of the work of the coordinator's role can be done at any time. It will be necessary to join occasional Skype team meetings on a Saturday morning and arrange contact with prospective volunteers at a time suitable to them.

*Minimum hours expected per week:* 3hrs

*Minimum period of commitment of 2 years* to allow time for orientation and training.

## WAMES will:

- organise induction & suitable training
- pay agreed expenses

## Process

*Selection procedures:* ✓ Application form ✓ Informal interview

*Selection details:* References & DBS check may be required.

**More information:** [www.wames.org.uk](http://www.wames.org.uk)

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