

## **Buckinghamshire Food Partnership Charitable Incorporated Organisation**

### **Role description: Fundraising Trustee**

**Buckinghamshire Food Partnership** is a new initiative for better food for Buckinghamshire, working collectively towards the vision:

*Everyone in Buckinghamshire has access to and enjoys great tasting, healthy, fair and sustainable food.*

This work is carried out as part of the national network of [Sustainable Food Places](#).

**Role title** Fundraising Trustee

**Direct report** Works closely with the Chair, the rest of the Board of Trustees, and the paid Coordinator(s), currently freelance

**Background** A background in any of the following areas: fundraising, marketing, finance, public relations or sales.

### **Role summary**

To assist the Board to see the bigger picture; bring a fresh perspective to fundraising plans and strategy, and support the Coordinator(s) in fundraising.

To ensure fundraising is of the highest standard and priority.

### **Main responsibilities of the Fundraising Trustee**

- Oversee fundraising and to make sure it is carried out in legal, honest and accountable ways.
- Using your fundraising understanding; monitor progress, hold the charity's fundraising to account, and ask the right questions about fundraising strategy and implementation.
- Strategically assess where fundraising fits into the overall organisation strategy and to work with the Coordinator(s) to ensure effective income generation is being achieved.
- Contributing knowledge of fundraising techniques and strategies, understanding results and approving budgets with real insight.
- Carry out risk assessment at every fundraising stage, especially when considering new or ambitious fundraising strategies.
- Network on behalf of the charity to solicit funds on a peer-to-peer basis.
- Support and encourage the Coordinator(s) in their fundraising work and to design and facilitate the organisation's approach to fundraising.
- Be an active champion of the organisation.
- Build relationships and rapport between the Board and Coordinator(s) in relation to fundraising.
- Encourage an entrepreneurial fundraising culture and assess the cost benefit ratio of each planned type of fundraising.
- Fundraise to support the Partnership Steering Group's strategic plans, and regularly review that the long-term strategic aims of the Partnership align with the objects of the charity.

### **Qualities of a fundraising trustee**

#### **Essential**

- Someone with sufficient fundraising/income-generation knowledge and/or business development background or having run a medium-size business.

- An understanding of the UK charity sector, good governance, Charity Commission, relevant legislations and statutory requirements.
- An understanding of the challenges facing small UK charities in maximising income streams and donor cultivation.
- Experience of diverse fundraising practices, including statutory funds, corporate and philanthropic giving would be valuable.
- Excellent networking skills, influencing and communication skills.

#### **Desirable**

- Knowledge of digital or social media.
- Knowledge of the voluntary sector.
- A thorough understanding of the [Code of Fundraising Practice](#).

#### **Time commitment**

- The Board meets between six and twelve times a year and the Fundraising Trustee is expected to attend at least half of these meetings.
- In addition, you will need to meet the Coordinator(s) four times a year to develop and review fundraising strategy and applications.
- In addition to Board meetings, other contact – usually electronic or by telephone – will be necessary.