

## **Branch Fundraising Coordinator Volunteer role description**

Branch fundraising is a hugely valuable role. By raising money for the NCT you are helping your branch to reach hundreds or even thousands of parents locally, and helping the charity as a whole to support over a million parents every year.

### **The Fundraising Coordinator:**

- Helps the branch to raise as much money as possible for local NCT services to parents and the wider work of the charity
- A positive, motivational organiser and delegator
- Has an overview of all the branch's income, from grants, events and commercial support

### **Key Tasks**

- Inspire local supporters to raise money for the charity
- Work with the Branch Coordinator and Treasurer to ensure that the branch's costs are covered by planning branch fundraising
- Liaise with Branch Grants Co-ordinator to plan branch projects funding
- Encourage the development and implementation of new fundraising ideas
- Delegate responsibility for particular activities to the Nearly New Sale Coordinator, Grant Fundraising Coordinator and Advertising Coordinator
- Ensure that fundraising activities deliver at least 3:1 return on financial investment
- Maintain relationships with key branch contacts, e.g. commercial supporters
- Maintain contact and gain support from the Regional Fundraising Supporter and the Regional Coordinator.
- Ensure that all fundraising activities positively raise the profile of the NCT
- Take advantage of NCT UK wide fundraising activities as appropriate

### **Key skills & attributes**

- Pro-active and entrepreneurial
- Comfortable delegating and planning
- Communication/marketing
- Some confidence in working with numbers
- Enthusiastic, encouraging, motivating and inspiring!

### **Knowledge**

- Understand and follow relevant NCT policies and charity law (including NCT ethics policy, insurance policy and rules relating to VAT and trading)
- Knowledge of fundraising techniques – events, grants and commercial - or a willingness to learn

### **Time commitment**

The minimum necessary commitment has some peaks and troughs. The main peak is around the planning stage, which is likely to fall around your branch Annual Members' Meeting. Through the rest of the year it is important to keep an eye on your branch income. You may also have peaks around other activities such as events and grant applications, but ideally your delegation skills will limit this.

### **Support for Fundraising Coordinators**

- You can find a full list of fundraising resources, from guides to egroups, here: <https://babble.nct.org.uk/info-resources/raising-money-events/events/events-fundraising-get-support>