



## Fundraiser/Bid Writer Volunteer Role Description

The overall role of a Fundraiser/Bidwriter is to research, compile, edit, proofread and send applications to a variety of grant making bodies. The Fundraiser/Bid Writing volunteer will liaise with other committee members to agree which sources of funding may be appropriate for different projects and/or specific work, and also support the Chair & Vice-Chair & other committee members to represent the group and to ensure that the group maintains effective relationships with current and potential funding bodies.

### Main purpose of the role

To research, compile, edit, proofread and send applications to a variety of grant making bodies including local funders, trusts and foundations.

### Responsibilities

1. To compile and maintain a database of national and local grant making organisations.
2. To liaise with the wider committee regarding bid applications
3. To write, edit, proofread and send funding proposals to grant making bodies
4. To ensure that the content of bids is accurate and that the submissions are to a high standard
5. Establish and achieve bid application deadlines
6. Help identify additional opportunities by getting to know requirements of funders
7. Research and develop funding opportunities

### Qualities and Skills Preferred

1. IT literacy (Microsoft Office, internet & databases).
2. Experience in writing funding applications or willingness to develop skills and experience (may require additional time commitment)
3. Excellent written communication skills
4. Excellent organisational abilities
5. An ability to work sensitively and a commitment to equal opportunities and confidentiality.
6. A knowledge of the voluntary/charitable funding sector and funding within it (desirable)

**Time Commitment:** The role of the Fundraiser/Bid-Writer requires an estimated commitment of: 8 hours per month, to be worked flexibly, plus 2 hours for the regular monthly committee meeting. When specific bids are in development/progress this time commitment may increase, by agreement.