



Terms of Reference

Head of Fundraising

Author: Gordon Olson

Position: Chief Executive Officer

September 30 2020

Wilts & Berks Canal Trust Terms of Reference

Role Title:	Head of Fundraising
Accountable to:	The Chief Executive Officer (CEO)
Purpose of role:	The raising of funding from external sources to enable the Canal Trust's work in heritage restoration and community engagement
Authority:	The Head of Fundraising is an ex-officio full participating member of the Trust's Executive Committee

Major tasks and activities:

- Understanding the funding needs of the Trust for both major and minor projects and for its continuing operations
- Researching and understanding the available sources of funds for the Trust.
- Maintaining a simple database of contacts who have helped in the past and may do so in the future
- Managing and participating actively in the preparation of bids for external funding for amounts ranging from £5,000 to £5,000,000
- Acknowledging the receipt of funds and thanking donors
- Ensuring that when funds are made available they are spent in accordance with the wishes of the donors
- Enabling, in collaboration with the Accounts Office, scrutiny of the expenditure of funds provided by public bodies
- Maintaining good relations with existing donors and cultivating interest in prospective new donors
- Maintaining good relations with the Trust's five geographic Branches and encouraging their local fundraising efforts
- Attending the monthly meetings of the Trust's Executive to present the regular Fundraising Report and engage in discussion with peers about current and future funding requirements

Interfaces with:

The Head of Fundraising will need to interface with the following in the course of his/her duties:

- Internal:
 - The Chief Executive Officer
 - Branch Chairs
 - The Trust's Head of Projects
 - The Trust's Head of Accounts
- External
 - Major donors such as the National Lottery, The Heritage Fund
 - Government agencies such as Highways England
 - Private and Corporate funding foundations
 - Local Authority funding departments
 - Individuals who wish to support the Trust and their Executors

Budget responsibility:

The budgetary responsibility associated with this role is limited to taking due note of the Trust's financial needs and making best efforts to ensure they are satisfied wherever possible

Resources required:

- Effective and reliable home computing facilities including broadband internet access, email, word processing, spreadsheet and printer;
- Landline & mobile phone;
- Time.

-

Change History

1st Draft 24/09/2020 G N Olson, CEO