

Role Title: Fundraising Co-ordinator



Westminster LGBT Forum Fundraising Co-ordinator Volunteer Role Description

About us: Westminster LGBT Forum is a community group, run and supported by volunteers, for LGBT people who live in, work in or visit the City of Westminster. Our purpose is to support our community and improve services and provision for LGBT people across Westminster.

The [Constitution](#) of the Forum gives more detail on the overall structure, aims and relevant policies.

What we're looking for: Someone who is enthusiastic, proactive, dedicated and creative, with experience in fundraising, to support the Forum in developing and implementing a fundraising strategy.

What you will do: As the Fundraising Co-ordinator you will develop and deliver a fundraising strategy, including prospect development, donor management, individual giving, corporate partnerships, campaigns and fundraising events.

Your key tasks will be:

- Develop a fundraising strategy.
- Advise the committee on fundraising and ensure compliance with fundraising regulations.
- Identify and explore new income streams.
- Create a 'Friends of the Forum' and ask for regular donors.
- Co-ordination of fundraising events.
- Develop fundraising partnerships.
- Enhance fundraising via the Forum website.
- Work with the Volunteer Lead to grow a team of fundraising volunteers.

The support you will get: You will work closely with the Forum Committee, and directly with the Volunteering Lead. You will be joining a very supportive team of volunteers who are always ready to support each other.

What we need from you: We ask that you are able to give a regular amount of time to the role, to enable us to maintain our fundraising activities. We are also looking for someone to bring ideas about how we can bring our fundraising activity alive.

Who is right for the role? This role will be suitable to a wide range of people, but we are primarily looking for volunteers with the following qualities, skills and experience:

- Passionate about the LGBTQ+ community and upholding its rights
- Good communication skills
- Able to work as part of a volunteer team, but also take initiative and work independently
- Experience of fundraising at a strategic level

Interested? If you have any queries or questions about this role, please email us at: volunteering@westminsterlgbtforum.org

Join us!

If you would like to apply, please send a short expression of interest, outlining your relevant qualities, skills and experience to: volunteering@westminsterlgbtforum.org