

Ruddington Framework Knitters Museum Role Description & Person Specification:

Trustee responsible for Fundraising

Role Purpose

As Trustee Responsible for Fundraising, you will lead on developing and overseeing strategies to secure sustainable income for the Ruddington Framework Knitters' Museum. Your role is critical in ensuring the charity has the financial resources to achieve its mission of 'inspiring creativity through powerful stories of craft and graft'.

Statutory Duties

- Ensure compliance with governing documents and relevant legislation.
- Ensure the organisation pursues its objectives as defined in its governing document.
- Apply resources exclusively in pursuance of objectives.
- Contribute actively to strategic direction, policy setting, and performance evaluation.
- Safeguard the good name and values of the organisation.
- Ensure effective administration and financial stability.
- Protect and manage property and funds.
- Identify, monitor, and control key risks.
- Declare any conflicts of interest.
- Keep abreast of organisational activities and external changes.
- Appoint and support employees and monitor performance.
- Promote and represent the charity at functions and meetings.

Key Responsibilities

- Develop and champion a fundraising strategy aligned with the museum's vision and objectives.

- Identify and pursue diverse income streams, including individual giving, corporate sponsorship, grants, and legacy donations.
- Work closely with staff and volunteers to prepare compelling grant applications.
- Build relationships with funding bodies, donors, and corporate partners.
- Ensure fundraising activities comply with relevant legislation and ethical standards.
- Monitor fundraising performance and report progress to the Board.
- Act as an ambassador for the museum, promoting its work to potential supporters.
- Represent the charity at networking events and fundraising functions.

Person Specification

- Proven experience or strong interest in fundraising, income generation, or donor relations.
- Ability to think creatively and strategically about funding opportunities.
- Excellent communication and networking skills.
- Commitment to the museum's vision and values.
- Understanding of charity governance and willingness to act in the best interests of the organisation.
- Commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Terms of Appointment

- Trustees are appointed for a 3-year term of office.
- Retirement by rotation is accepted within the Charity's governing document and a Trustee can be reappointed if eligible and willing.
- This is a voluntary, unpaid position, but reasonable expenses may be reimbursed subject to prior agreement.
- Trustee Indemnity insurance cover is provided.

Time Commitments

- Attend 6 Board meetings per calendar year (in-person or via Zoom).
- Attend annual strategy planning day and other relevant training as appropriate.
- Provide ad-hoc support through membership of fundraising sub-committees and working groups.

Framework
 **knitters** MUSEUM