



Merchandise and Fundraising Coordinator: Job Description

Job role:

- Work alongside the trustees and NC to ensure that people have access to as many ways of giving to Revelation as possible.
- Use and liaise with appropriate charity support schemes (e.g. Give As You Live and Charities Aid Foundation) following consultation with the trustees.
- Work with the NC to create any necessary promotional materials.
- Ensure any fundraising literature produced falls within legal guidelines (e.g. the charity's number must be included etc).
- Actively seek and maintain relationships with appropriate sponsors (in line with Aims & Values) for Revelation, taking inspiration for potential sponsors from choirs, national staff and trustees.
- Explore and pursue new methods of fundraising, working with the trustees and NC.
- Be able to advise choirs on how to go about fundraising/seeking sponsorship.
- Update the Finance Administrator on fundraising progress on a regular basis.
- Find out what merchandise choirs would like to be made available through forum, the Network Support Volunteers and the National Co-ordinator.
- Plan, source and order appealing cost-effective merchandise.
- Work with the Finance Administrator to budget for the production of merchandise.
- Liaise with the Website Coordinator to add items, descriptions and photos to website
- Organise and catalogue stock of old merchandise (whether you are personally able to store it or whether this is delegated to another team member).
- Provide updates on the current merchandise and fundraising situation and reports on new ventures to forum, attending when necessary.
- Provide similar updates for trustee meetings, attending if required (and otherwise providing the report through the NC).

Accountable to:

National Coordinator

Person Specification:

A good candidate for this role should:

- Be innovative and resourceful.
- Have very good communication and promotional skills.
- Ideally have some experience of marketing, promotions or sponsorship, and have a business sense to assess the cost/benefit/profit of merchandise.
- Have a thorough understanding and passion for Revelation and what it does.
- Be able to commit a few hours a week to the job.