

Fundraising Director

New trustee for the Himalayan Trust UK: ROLE SPECIFICATION

Introduction

The HTUK currently has an annual budget of about £100,000. We wish to increase this by about 30% to allow us to expand our health-related activities, to extend the educational training supported by HTUK and to meet growing needs for improved facilities and resources in both schools and health clinics. On a recent visit to the Taplejung district by three of our trustees, we were aware of many pressing needs that our limited funds simply cannot cover at the moment. We have a number of loyal and regular individual donors and have also been supported by the fundraising efforts of schools. Individual trustees organise a number of fundraising events each year. We lack, however, an overall fundraising strategy. We now seek a new trustee with experience in this area to coordinate our activities and to advise us on strategy. HTUK is a small charity which prides itself on keeping administrative costs below 3% of donations. For this reason we do not employ anyone in an executive role. It is expected that each trustee will be involved in the general work of the Trust (overseeing the strategy and direction of the organisation, reviewing the activities of our NGO in Nepal, supporting events etc) and will also have a specialist role in line with their own experience and qualifications. There are, for instance, small teams on the Trust which monitor and help to develop our programmes in education and health as well as a chairman, secretary, treasurer, website manager, newsletter editor and people with legal expertise.

The nature of the role

- To attend two Trust meetings each year (usually in London)
- To devise and coordinate a fundraising strategy and programme, in consultation with other members of the board, to enable us to increase our income from donors, trusts and other sources of funding. To monitor and adapt this strategy through a process of regular review and discussion.
- To contribute to the overall strategy and direction of the work of the HTUK
- To support, when possible, such events and other initiatives as may be organised by the HTUK

Person specification

The person appointed is likely to be someone who:

- Has an interest in the country and people of Nepal and is highly motivated to support them
- Has significant experience and proven success in charitable fundraising
- Is prepared to take a specialist responsibility for coordinating HTUK's fundraising activities
- Enjoys working with other in a team

Rewards of the role

The HTUK trustees are a committed group of people who enjoy each other's company, support each other's initiatives and share a strong motivation to meet the aims of the Trust. There are some dedicated funds to contribute to the expenses of trustees who wish to visit Nepal to support HTUK's work in the Taplejung area. Seven trustees have made such visits in recent years and have not only enjoyed the experience immensely but also returned better able to understand and support the work of the Trust.

How to apply

You should send a CV and letter of application to Tim Keyes, 11 Bank Crescent, Ledbury, Herefordshire, HR8 1 AA outlining your suitability for the role and relevant experience. Deadline: 10 December 2016.