

FoG Foundation Lead (Volunteer Trustee) – Role Description and Person Specification

Role Description – Direct-Donations Lead

Purpose: The Foundation Lead is a trustee role focusing on non-event fundraising – especially individual giving. The purpose is to develop and manage streams of income such as regular parent donations, one-off gifts, Gift Aid claims, grant applications and employer match-funding, providing a steady flow of funds for the school.

Key Responsibilities:

Fundraising Strategy (Direct Giving): Design and implement ways to encourage donations outside of events. Launch regular giving schemes, annual appeal campaigns, or specific donation drives.

Donor Engagement & Stewardship: Nurture relationships with donors, sending donation appeals and thank-you messages, highlighting impact to build trust and encourage ongoing support.

Gift Aid Administration: Oversee the Gift Aid process, maintaining records and coordinating with the Treasurer to submit claims to HMRC.

Corporate Match Funding & Grants: Promote matched-funding opportunities and alert FoG to small grants or local sponsorships.

Record-Keeping & Data Protection: Maintain donor databases securely, ensure GDPR compliance and obtain consent for communications.

Collaboration & Reporting: Work closely with the Treasurer to monitor donation income, provide updates to the committee, and coordinate with the Events Lead.

Time Commitment & Term: 3–5 hours per month, with occasional peaks during campaigns. One-year renewable term.

Induction & Support: Induction on past fundraising efforts, training on Gift Aid rules, and ongoing support from trustees.

Legal Responsibilities: Shares collective trustee duties, ensuring all donations are used for the charity's purposes and recorded properly.

Person Specification – Direct-Donations Lead

Essential:

- Passion for the cause, enthusiasm for fundraising.
- Strong communication and people skills.
- Organisational skills with attention to detail.
- Solid numeracy and IT literacy.
- Team player with integrity and respect.

Desirable:

- Fundraising or sales experience.
- Familiarity with Gift Aid, charity finance, or match funding.
- Creative thinker with flexible, positive attitude.
- Commitment to inclusive practice in fundraising.
- Eligibility: Current/prospective Gillespie parent/carers.