**ROLE DESCRIPTION**

**Team: Executive Committee**

**Location: London or Manchester**

**Liaison with**: London chair, Manchester chair, Finance and HR

**PURPOSE OF THE ROLE**

To raise new funds for the IUS in a variety of ways.

**KEY TASKS**

1. Explore new ways that funds can be raised to supplement the society’s income.
2. Seek out grants from grant-giving organisations for which IUS is eligible, liase with project leads.
3. Get involved or plan with IUS events that involve fundraising money.
4. Get familiar with our BTMydonate/PayPal/Justgiving accounts.
5. Reimbursing volunteers of all teams for their expenses helping the Treasurer.
6. Liaise with the Treasurer about processing income streams from grants and fundraising activities.
7. To ensure all funds raised are in accordance with Charity commission regulations.
8. Keep receipts and full trace of funds collected from and to whom given to.

**ESSENTIAL SKILLS**

Strong communication skills

Strong IT skills (Excel, Accounting etc.)

Keen eye for detail

**DESIRABLE SKILLS**

Quickbooks knowledge

Able to answer emails quickly

Good persuasion skills

Experience in completing grant application forms.

*If you are interested in taking on this role or to find out more information, please email volunteer@ius.org.uk*