

Volunteer Role Profile

Volunteer Role: Grants and Fundraising Volunteer

Volunteer reports to: Treasurer

Why we want you

At FOBC, we want to play a key role in our local community, delivering various outreach events and church programmes in a building which is safe and accessible to all. However, as a Baptist Church, we rely on congregational giving and room hire to cover our operational costs, which often means we have limited funds to allocate to building maintenance or community events.

As Grants and Fundraising Volunteer, you will use your administration and writing skills to play a vital role in our team, helping us to secure grants and raise funds so that FOBC can sustainably deliver our vision into the future.

What you will be doing

- Liaising with the Treasurer, as well as the Church Secretary and Building & Maintenance Team Leader to understand FOBC's current funding needs and to gather necessary resources to apply for grants e.g., quotes, vision statements, bank statements, etc.
- Researching relevant available funding grants and assessing whether we meet the application criteria.
- Writing funding applications and submitting within any stipulated deadlines.
- Writing and submitting any reports for successful grants.
- Writing and submitting responses of thanks to any unsuccessful grants.
- As part of this role, there is the opportunity to support the Leadership team with planning and delivering community fundraising events, if desired.
- Following the direction of your Team Leader, working within any risks assessments as provided.
- Operating within the values of Four Oaks Baptist Church, reflecting Christ in all you do within your role.

The qualities and skills you need

- Some experience working within a grants / fundraising background would be beneficial, but more important is a willingness to learn and use initiative.
- Confident to work independently.
- Good attention to detail.
- Strong writing and communication skills.

- A sensible regard for health and safety.

What's in it for you

- Support a small team but make a big difference. Play a vital role in maintaining our church building and delivering our programmes.
- Use your writing and administration skills to build the Kingdom!
- Training and ongoing support will be provided by your Team Leader.
- Get to know others in our church community, walking in fellowship and friendship with others.
- An opportunity to serve your community, church and Christ through using your God-given skills.
- Be part of building our FOBC Vision for the future.