

Role Description | Fundraising Responsible*

Team | Finance Office

Accountable to | Finance Officer

Purpose of the Role

- To develop fundraising within the Federation, fostering EFPSA's undesignated income stream and securing EFPSA's financial sustainability

Main Responsibilities

- Inspiring stakeholders, organisations, institutions, etc. to provide money for EFPSA's operations
- Establishing good working practices of Fundraising

Tasks

- Getting familiar with fundraising possibilities and creating good working practices
- Contacting stakeholders, organisations, institutions, etc.
- Creating Fundraising Booklets to distribute to potential sponsors
- Establishing a database of potential, current and past fundraising partners
- Constantly informing oneself about ongoing projects of the Federation to facilitate fundraising
- Communicating and meeting with Organising Committees (Org Coms) to give guidelines on fundraising for their events, if needed
- Collaborating with the Public Relations Coordinator on media coverage and including EFPSA's media coverage in our Fundraising Booklets
- Collaborating with the Marketing Office on creating Fundraising Booklets
- Nurturing relationships with funding partners
- Being open and available for organising a fundraising event

Requirements

- A strong verbal and written command of the English language
- Strong time management skills
- Experience in organisational and project management
- Assertive communication with both externals and internals
- Hands-on mentality
- Systematic working style

**Please note that this position is pending approval at March e-voting, 2021*

Please note that EFPSA's roles are being developed, therefore, there may be slight variations to this document since it was produced. If you would like to ask any questions, receive additional insight or state interest in this position, please contact the Finance Officer on finance@efpsa.org.