

## RESEARCHERS IN FUNDRAISING – ROLE PROFILE

|                        |                    |
|------------------------|--------------------|
| <b>Committee Role</b>  | Handbook Lead      |
| <b>Team</b>            | Events & Training  |
| <b>Time Commitment</b> | 10 hours per month |

### Role Overview

The role of Handbook Lead is to co-ordinate activities related to the *Researchers in Fundraising: Best Practice Guide and Handbook for Prospect Research* (the Handbook), and be the main point of contact for matters and issues arising.

### Responsibilities & Duties

- Being an active member of the Handbook Steering Committee, including chairing meetings, as required. Providing administrative support to the Steering Committee, as needed, such as producing and circulating agendas, taking minutes and noting actions.
- Working with the Handbook Project Manager to facilitate the work of the volunteer chapter working groups and manage the RiF Handbook Hub on MS Teams.
- Working with the Events & Training Team to develop opportunities for training and other events relating to the Handbook.
- Working with the Community Partnerships Team to maximise sponsorship and partnership opportunities related to the Handbook.
- Reporting on Handbook progress at monthly RiF Committee meetings i.e. sales, income, progress on content creation and completion of new chapters.
- Working with the Handbook Support Officer on the administration and maintenance of the Handbook online platform (Wordpress).
- Working with the Bursaries & Awards Officer to review applications for Handbook Access Fund.

### Key Information

- Committee Members take on their role for a minimum of one year to a maximum term of three years.
- All Committee Members should give one month's notice before they wish to step down from Committee, except members of the Secretariat who should give two months' notice.
- All SIG Committee Members are required to hold individual membership to the Chartered Institute of Fundraising.