

## RESEARCHERS IN FUNDRAISING – ROLE PROFILE

<b>Role</b>	RiF Handbook Website and IT Support
<b>Team</b>	Handbook Steering Group
<b>Time Commitment</b>	5-10 hours per month

### Role Overview

The main role of the Handbook Website and IT Support volunteer is to ensure the smooth operation of the *Researchers in Fundraising: Best Practice Guide and Handbook for Prospect Research* (the Handbook) online platform, review and address issues arising with the platform, and deal with other Handbook purchase, use, and IT related queries.

The Handbook Website and IT Support volunteer may also provide some additional administrative support to the Handbook Lead in other areas of Handbook activity.

### Responsibilities & Duties

- Overseeing the operation and maintenance of the Handbook online platform (Wordpress). Being the main point of contact for issues arising and taking responsibility for uploading new content.
- Managing the RiF Handbook Google account, including overseeing and keeping well organised the filing system hosted on the Google Drive.
- Dealing with Handbook website, purchase and IT related queries received by the RiF Handbook Inbox and main RiF Inbox. Collaborating with relevant RiF Committee and/or Handbook Steering Group members to address these queries if needed.
- Monitoring the security of the Handbook's systems including identifying any concerns and potential solutions.
- Supporting the RiF Comms Team in understanding and developing the technical side of new online communications/marketing opportunities for the Handbook including to make best use of paid/sponsored social media content and similar.
- Supporting the Handbook Lead in managing the RiF Handbook Hub in MS Teams, including the volunteer chapter working groups, as needed.
- Attending monthly Handbook Steering Group meetings to participate in reporting, monitoring, planning, and decision making.

### Other Information

- Experience in fundraising and/or prospect research is not required for this role.

- The Handbook Website and IT Support volunteer may become a member of the RiF Committee but this is *optional*, not essential.
  - 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.