**FOH Fundraiser Volunteer**

We are looking to recruit for a new type of volunteer role here at Fabrica, looking for volunteers to support our fundraising efforts Front of House.

This is a really exciting specialist role within our Front of House volunteer team, offering skills development in a key area of work in the charitable sector and within arts management. Equally, the role draws upon and develops transferable skills in marketing and communications, customer service and sales.

Our FOH Fundraisers will work within the rest of the FOH team in the Gallery, welcoming the public and introducing them to our work. But, they will be specifically focused on communicating our charitable aims, engaging in conversations about our fundraising efforts, encouraging donations and membership subscriptions sign ups. Beyond the gallery, FOH Fundraisers are invited to contribute their first hand experience and expertise to develop our Fundraising Communications and each exhibition’s individual Fundraising Plan.

**Availability**

The role has a flexible weekend work pattern – the role would fit into the other Front of House rota, for which we use a doodle. The open hours are 1pm till 5pm and the day is split into two shifts. We require all FOH volunteers to work a minimum of one shift per week during exhibition time. Particularly within the FOH Fundraiser’s role, this is so you can get the most out of the development opportunity the role offers, build your expertise and experience within the organisation and dealing with our audiences first hand.

**Training**

In house training is available to volunteers which covers practical examples of fundraising communications, an introduction to the legal requirements surrounding collecting donations directly from the public (covering Data Protection, Fundraising Communications and Payment Card Industry Standards) and to the wider role of individual giving within the management of an arts organisation. Volunteers can also choose to partake in a variety of engagement and development opportunities within the role

**Development Opportunities**

* Exhibition Reviews PT 1 (3 meetings per year):

These meetings, ran by the Gallery Manager and the Individual Giving Manager are open to staff and volunteers as an opportunity for the Front of House team to critically reflect about each exhibition, discussing key challenges and successes encountered front of house and developing ideas for the front of house team’s work in the Gallery

* Exhibition Reviews PT 2: *Fundraising Planning Meetings* (3 meetings per year):

These meetings ran by the Individual Giving Manager and Gallery Manager are open to staff and volunteers and involve the front of house team in developing our fundraising activities and communications front of house, tailored to each exhibition’s specific context

Fabrica also offers yearly Fundraising Office Placements, which are a great opportunity for those volunteers who want to develop their learning further in this area of work; and runs a variety of activities, from research to marketing, for the FOH fundraising team to get involved with.