



## **TRUSTEE POSITION – VOLUNTARY FUNDRAISING DIRECTOR**

The Dacorum Heritage Trust is the Accredited Museum for the borough of Dacorum. The Trust safeguards and stores over 120,000 objects relating to the history of the area. The Trust also provides a range of services aimed at making local heritage more accessible to residents, and to encourage an interest and appreciation of Dacorum's historical significance.

The Trust is looking for a Voluntary Fundraising Trustee/Director with a background, or interest, in supporting the Trust's aspirations to open a museum at the Bury in Hemel Hempstead with sustainable income growth.

The Trust holds bi-monthly Board Meetings and, as a Director/Trustee, you would act with other Directors to achieve vision and direction of the Trust.

### **Responsibilities:**

- To explore and develop fundraising initiatives in the Dacorum area.
- To identify opportunities to raise awareness of the Trust in the Dacorum area including giving talks, attending local events and networking events.
- To develop with the Finance Manager and co-ordinate web-based fundraising, including merchandise sales.
- To write applications and mail-shots to reach a range of potential donors.
- To recruit, organise and manage volunteers to assist with community fundraising activities.
- To build strong relationships and links with individuals and groups to support and grow fundraising.
- To work with organisers of events in the Dacorum area to raise funds for the Trust.
- To co-ordinate the Friends of Dacorum Museum support organisation.
- To keep up-to-date with local government legislation, charity law, fundraising guidelines and the Trust's policies and procedures to ensure all fundraising activities comply.

### **Skills & Experience:**

- Communication and presentation skills
- IT skills
- Good organisational and administrative skills
- Creative thinking
- Resourcefulness
- Interest in local heritage
- Ability to use social media to promote events.

### **How to become a volunteer:**

Contact the Collections Manager, Nina Glencross to discuss current vacancies

Tel. 01442 879525

Email. [collectionsmanager@dacorumheritage.org.uk](mailto:collectionsmanager@dacorumheritage.org.uk)