

## **Board Member Role Description – May 2017**

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<b>Role:</b>	Board Member(s) - Fundraising
<b>Responsible to:</b>	The Board
<b>Purpose:</b>	To provide strategic advice on fundraising to meet CORE's funding targets.
<b>Hours:</b>	Four 2.5 hour board meetings annually (preparation time c. 30 minutes) in London. Approximately 1 hour per month of fundraising support to CORE's Director. Responding to emails related to the Board's work. The Board also holds an annual away-day and occasional social events. CORE events take place throughout the year and Board members are welcome to attend.
<b>Term:</b>	Three years; optional extension for a further three years.

**This is a voluntary position with no remuneration.**

### **About CORE**

CORE is the UK civil society coalition on corporate accountability. Our vision is that businesses in the UK respect human rights and the environment throughout their operations and are held to account for their impacts both at home and abroad. We aim to advance the protection of human rights with regard to UK companies' global operations, by promoting a stronger regulatory framework and compliance with the law.

Our work includes researching and analysing government policy, sharing information, facilitating dialogue among coalition partners, establishing common policy positions, developing shared strategies and plans, and co-ordinating joint action to bring about change. We were established in 2001 and have a track record of influencing policy and achieving change in a number of areas including company law, corporate reporting and supply chain transparency.

We employ two full-time staff and financial management is provided on a consultancy basis. We are a Company Limited by Guarantee governed by a Board of non-executive Directors, and are currently in the process of applying for charitable status.

Our partner organisations are development, human rights and environmental NGOs, legal experts and academics, including Amnesty International UK, Anti-Slavery International, CAFOD, Christian Aid, Oxfam, Traidcraft, WWF-UK and Unicef UK.

### **About the role**

We are seeking a board member/s with expertise of fundraising for policy work. The board member will work closely with the other Directors and the Executive Director to identify and take forward funding opportunities for CORE's work.

CORE's Board is responsible for overseeing implementation of the organisation's strategy, for meeting legal requirements, and for ensuring that our governance arrangements, policies, procedures, controls and risk management are consistent with good practice in the not-for-profit sector. Operational management is delegated to the Executive Director.

### **Role summary**

1. Prepare for, and actively participate in Board meetings.
2. Ensure Board members are supporting, and are equipped to support CORE's fundraising.
3. Identify new sources of funding and support specific fundraising activities.
4. Raise CORE's profile with funders and donors.
5. Commitment to CORE's mission, aims and strategies; ideally with knowledge of corporate accountability.
6. Understand and be committed to CORE's policy on equal opportunities.
7. Understand the legal responsibilities of a company director.

### **Person specification**

1. Professional fundraising experience at a senior level.
2. Able to provide practical support, assistance and advice to staff, to achieve fundraising targets.
3. Have innovative ideas and develop creative solutions.
4. Able to draw on a network of contacts to identify potential grants and attract donors.
5. Have experience / understanding of fundraising for policy work.
6. Have experience / understanding of working within a very small organisation.

### **How to apply**

Please send your CV and a covering letter of no more than two pages, detailing relevant experience and your interest in the role to Marilyn Croser [marilyn@corporate-responsibility.org](mailto:marilyn@corporate-responsibility.org). For more information about the role, please contact Marilyn.

**Deadline for applications: Thursday 15 June 2017.**