

## **Fitzrovia News volunteer fund-raiser**

### **Work Description**

The FN volunteer fund-raiser will be responsible for raising revenue for each quarterly issue of the printed newspaper. This will include contacting advertisers asking if they wish to renew their existing advert and seeking new advertisers. When seeking new advertisers the volunteers should be careful to accurately describe the readership and distribution of Fitzrovia News.

The volunteer needs to liaise with either the editor, production editor or assistant editor about placement of adverts in the paper.

The volunteer will also be responsible for raising invoices and sending them by post or hand delivering them complete with copy of advert to the advertiser. Each invoice needs to have a unique reference number. It should include the issue of the paper (eg FN124). Each advert should be numbered sequentially as they appear in the paper starting at the top left side of front page, and from left to right, and top to bottom. This advert number should be added to the issue number (eg FN124-3, which would indicate Issue 124 and third advert in the paper. A pro-forma electronic copy of an invoice will be provided. A list all invoices then needs to be drawn up and sent to the FNA finance worker. This is usually a spreadsheet with identifies the name and address of the advertiser, the amount due in £s, and the unique invoice number. A pro-forma electronic copy will be provided.

The volunteer is also free to seek grants to support the printed edition of the newspaper. All potential grant applications need to be discussed with the FNA's development workers, finance worker and usually a trustee. This is to ensure that we do not approach the same funder twice or approach and unsuitable funder.

Fitzrovia News needs to be editorially independent and operate within the aims and objections of the FNA. Some advertisers will try to influence editorial policy. This is not acceptable and can reduce the credibility of the paper. In the past developers who have taken out an advert in FN have sometimes contacted us for reassurance that we are not writing anything critical about them.

### **Amount to be raised for each issue.**

Each issue needs to cover

1. commercial printing costs (usually £800)
2. depreciation of equipment (about £100);
3. contribution to FNA overhead costs (around £950);
4. if the paper is to be delivered by a commercial distributor then the full costs plus 10% is to be raised (around £1,200).

So that's a total of **£1,850** (or **£3,050** if we pay for Royal Mail delivery) **for each issue.**

**Apply to the Editor Fitzrovia News by email [news@fitzrovia.org.uk](mailto:news@fitzrovia.org.uk) stating why you are suitable for the position and your past work experience.**