

VOLUNTEER JOB ROLE

VOLUNTEER JOB ROLE: Fundraising Intern – London Office

SUPERVISED BY: Fundraising Manager

PURPOSE: To support the Fundraising team to raise funds from grant-making trusts, charitable foundations, individuals and the corporate sector. To provide administrative support to the Fundraising team. To secure, develop and manage relationships with smaller funders, and To support wider fundraising activities by being an effective member of the Fundraising team.

ACTIVITIES AND TASKS

Charitable Trusts and Foundations:

- Research, develop and maintain a list and schedule of smaller trust targets.
- Create template letters and applications for priority fundraising projects.
- Approach trusts and build relationships and awareness of the Charity.
- Develop tailored applications for funding.
- Maintain strong relationships with small funders
- Collect case studies, profiles and images for use in reporting to funders.
- Deliver engaging, timely reports to funders and solicit repeat funding.

Companies:

- Coordinate the process of corporate volunteering before, during and after events.
- Attend and support corporate volunteering days.
- Develop and deliver engaging communications around corporate volunteering.

Team:

- Contribute ideas and suggestions for the overall strategy for the Fundraising team.
- Coordinate systems for the Fundraising team re: filing, donation reporting, events and contacts.
- Support the team to ensure that the fundraising database is kept up-to-date and accurate.
- Provide administrative support to the team.
- Undertake any other reasonably task requested by line manager.

SKILLS & QUALIFICATIONS

- Good teamwork skills essential
- Good communication skills
- Proficient use of Microsoft Office

ATTENDENCE

We are ideally looking for someone who could work between one and three days per week although we will be flexible to help balance other commitments.