



Role Title: Fundraising Volunteer

Role Description:

- Assisting in the development and implementation of a coordinated fundraising program.
- Planning for and assisting with any fundraising events.
- Support with online fundraising initiatives
- To support with local fundraising
- Supporting with funding to trust funds
- Supporting with grant applications
- Development of donor materials, presentations, and mailings.
- Basic administrative duties to support the team, including database management.
- Sending out supporter materials and marketing communications, including social media
- Supporting Community Fundraising projects and undertaking a range of research tasks.

Qualifications (required, desired):

- Strong interpersonal skills.
- Strong verbal and written communication skills.
- Good listening skills.
- Available by phone and Internet.

Time Period

This position requires a minimum 6 month commitment for 1-2 days per week during regular office hours (Monday to Friday from 9:00am to 5:00pm), for an average of 8-10 hours per week.

Work location: The Old Library, 14-16 Knights Hill, West Norwood SE27 0HY

Benefits:

- Ongoing training and skill development.
- Team meetings and interaction
- Enhance existing skills and learn new ones
- Networking/communication with a range of individuals and groups.
- Play a part in the raising of funds to support the work of Rathbone charity.

Support and Training: You will be supported with initial induction and training, the support of key staff at the charity, and ongoing training relevant to your role.

Expectations of Rathbone Volunteers: For you to be willing to abide by policies of the Charity; to use the support systems available to you; cooperation with administrative tasks such as filling in expenses forms and preparing for meetings. A DRB check will be required for this role.