

Fundraising and Event coordinator

Volunteer Role Description

Role description

This volunteer position offers a great opportunity to gain experience of events, community, trust and corporate fundraising. You will use your strong interpersonal and written skills to develop, implement and support a wide range of opportunities.

Commitment: 1-2 days a week, 3 months' minimum

What we are looking for

- Excellent communication skills, both orally and in writing.
- Good computer; internet, Excel, Word skills
- Strong attention to detail
- Ability to research, analyse and evaluate information.
- Willingness to attend training and other meetings.
- Approachable and friendly.
- Ability to work on own initiative.
- Highly organised and able to manage work
- Project management skills
- A commitment to the aims and principles of the Citizens Advice service.

What you will do

Tasks will vary depending on the time of year and could include –

- Identifying possible sources of funding including individuals, charitable trusts, groups and businesses
- Calling prospective supporters and recruiting new fundraisers
- Establish and promote text and web giving campaigns
- Developing and maintaining a database of supporters.
- Support and develop the 'Friends of' groups to encourage and promote community fundraising.
- Send out supporter materials and marketing communications, including social media.
- Complete initial drafts of funding applications
- Develop, deliver and support our own and partner organised events
- Drafting publicity materials for fundraising campaigns.

What you will gain

- Further understanding of social justice issues
- Greater knowledge of fundraising.
- Increased confidence in communicating with supporters.
- Opportunity to develop your interpersonal and research skills.
- Support to ensure you meet your personal objectives.
- Experience using a database and working in an office environment.

Next steps

Please complete the online application form via our website or by [clicking here](#)