



Volunteer Profile for Fundraising

Reporting to: Fundraising Team

Hours: Flexible – can be weekly or one-off days

Outline of the purpose and duties of the role:

About the role

This is a great opportunity for a volunteer looking to experience what it's like working for a national charity based in Bristol. This role would be ideal for someone interested in gaining experience in the non-profit sector and considering pursuing a career in fundraising or fundraising administration. You will assist in raising money for a valuable cause, while making connections and building your skills in the charity sector.

You will need:

- enthusiasm for and an interest in working for a charity
- good written communication and research skills
- experienced and skills in using Microsoft Office
- a willingness to learn and ability to assimilate new information quickly
- the ability to manage repetitive tasks whilst staying alert for anomalies, patterns and points of interest
- a thorough, methodical and conscientious approach to your work, with excellent attention to detail
- education to GCSE standard or equivalent, including at least a C in English

Key responsibilities:

We are a diverse fundraising team at Together for Short Lives, working across charitable Trusts & Foundations, corporate fundraising, special events and community fundraising. The volunteer would support across the fundraising team with ad hoc tasks. Tasks will vary from day-to-day, but may include:

Trusts & Foundations Fundraising:

- Researching prospective new and existing funding opportunities for our projects
- Preparing bids to funders
- Maintaining fundraising database

Fundraising Events:

- Researching the current events sector particularly on events that appeal to corporate partners
- Researching local charitable giving organisations such as Lions, Roundtables and Masons
- Researching stewardship ideas
- Contacting events fundraisers and passing on thanks
- Supporting on the development of marketing plans for events

Administrative support:

- Maintaining fundraising database
- Contacting children's hospices for data collection