

Volunteer Fundraiser



Job Description

Reporting to:

OCRA Sport and Recreation Manager

Location:

Split: home working and on site at OCRA Pavilion office

Time Commitment:

1-2 days per week during regular office hours (Mon to Fri from 9:00 am to 5:00 pm), for an average of 8-10 hours per week.

Days: Flexible

Term: 6 months (initially)

Role Summary:

To become our volunteer fundraiser you'll need to have excellent communications skills and the enthusiasm to increase the contributions of individuals and groups to the charity; building relationships and exploring new fundraising opportunities, including grants and awards from various sources, identifying funding prospects, then initiating, tracking and monitoring funding bids and applications.

You'll need to be able to network, since success in the role depends heavily on being able to identify and forge positive relationships with supporters. The ability to raise awareness of the charity's work, aims and goals will be a key part of your role.

Responsibilities:

As our volunteer fundraiser, you'll need to:

- work with the management team to prospect and solicit major donors
- help increase communications with supporters
- motivate and facilitate supporters to maximise funds raised
- inspire new supporters to raise money, while maintaining and developing relationships with existing supporters
- increase funds by researching and targeting donor organisations whose criteria match the charity's aims and activities
- assist with all donor stewardship, renewal and recognition activities
- prepare bids and applications in co-operation with other OCRA staff
- develop new and imaginative fundraising activities, many of which involve organising events
- raise awareness of the charity and its work at local and national levels, including speaking to groups, representing the charity at events and conferences, or seeking media opportunities

- coordinate web-based fundraising including social media campaigns
- write applications and mail-shots, using direct mailing to reach a range of potential and current donors
- make risk analyses and balancing time-cost ratios to focus effort on the fundraising activities that are most appropriate and will have the highest chance of success.
- assist with general fundraising activities as needed

Benefits to you

- meet new people
- be active and engaged
- add value to your local community
- develop self-confidence, PR, marketing and fundraising skills
- the satisfaction of knowing you will be making a difference to the lives of children and adults across West Devon
- develop fundraising skills
- develop campaign and event management skills

Skills required

- Great people skills, approachable and friendly
- Negotiating and influencing skills
- Self-motivated
- A professional, friendly and outgoing manner
- Ability to work on own initiative
- Previous fundraising experience would be a bonus
- Commitment to work within fundraising guidelines and policies
- Willingness to learn about the range of our activities
- Excellent organisational and administrative skills
- Experience of managing simple databases in Excel
- Excellent attention to detail
- Previous experience of working or volunteering in the not-for-profit sector or working in child protection/safeguarding (voluntary or statutory), is desirable but not essential
- Previous experience in fundraising/event management is desirable but not essential

All successful applicants will:

- Be required to submit themselves for an Enhanced DBS check
- Be required to provide two professional references
- Be required to sign an agreement around confidentiality
- Be provided with a full induction, volunteer handbook and regular 1-1 supervision

Financial arrangements:

- Reimbursement of reasonable out of pocket expenses, e.g. telephone and postage where applicable; travel, subsistence for events as agreed in advance with OCRA management team