



VOLUNTEER JOB DESCRIPTION: Volunteer Fundraiser

REPORTS TO: Supervisor / Team Leader

This is a versatile position which requires innovative thinking, and a person that is project oriented.

We are looking for someone to help us with fundraising to help pay for volunteer expenses and training.

Key Responsibilities

- Inspiring new supporters to raise money.
- Developing new and imaginative fundraising ideas.
- raising awareness of the charity and its work, at both local and national level;
- organising fundraising events
- increasing funds by researching and targeting charitable trusts whose criteria match the charity's aims and activities
- developing and implementing a strategy for individual and corporate supporter recruitment and development
- liaise with staff team.
- Represent Outlook in a professional manner including dress code.
- Attend supervision sessions..
- Attend volunteer meetings, training events, team building days, conferences and workshops as requested by the staff team.
- Ensure Administrator is aware of your availability, giving reasonable notice of any planned absences e.g. holidays.

1 Kay Street
Openshaw
MANCHESTER. M11 2Dx

Tel – 0161-231-7012



VOLUNTEER JOB SPECIFICATION: **Volunteer Fundraiser**

Essential attributes and experience

- The ability to work in a small team.
- The ability to work alone.
- Fundraising experience
- Excellent written and verbal communication skills
- Experience of inspiring and motivating fundraising volunteers
- Able to work to deadlines
- The ability to prioritize tasks and manage time efficiently.
- Commitment to Outlook values and a working style that reflects this.

Desirable attributes and skills

- Administrative/IT skills.
- Knowledge of the local community.
- Experience of small and large fundraising events
- Experience of using a fundraising database
- Good experience of gathering, analysing and interpreting information to represent an organisation at junior and senior levels
- A deep understanding of fundraising law and health and safety in relation to locally organised fundraising
- To perform other tasks relevant to the role of Activity/Session Volunteer

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