

VOLUNTEER FUNDRAISER

Role Profile

Purpose of the role

- To work with our trustees and Chief Executive Officer to meet our fundraising objective to generate sustainable funding for Citizens Advice Esher & District

Main duties and responsibilities

- Researching potential funding opportunities by monitoring local and national grant giving bodies' websites and newsletters
- Helping to prepare grant applications, including drafting our submissions and working with the finance team and CEO on the proposal budgets
- Preparing monitoring reports to current funders, ensuring that they are submitted to specification and on time
- Building and maintaining good relationships with donors and supporters
- Organising fundraising events to raise money from the local community and increase supporter engagement
- Creating appealing and compelling materials, such as leaflets or presentations, appropriately tailored for our audience, which can be used to promote Citizens Advice Esher & District and help raise money
- Sharing our fundraising content on social media
- Maintaining a database of donor and supporter contacts in line with data protection regulations

Personal skills and qualities

Volunteers are not expected to have all the skills needed for the role on appointment. All volunteers receive support and practical assistance and take part in a training programme to develop the skills needed for the job.

Potential fundraising volunteers should be able to demonstrate that they:

- Have an understanding and acceptance of the aims and principles of the Citizens Advice service
- Have an awareness of discrimination and can provide a non-judgemental service
- Understand and accept the need for a confidential service
- Are willing to use Citizens Advice nationally provided resources to support national policy work, and seek support from national Citizens Advice when needed

Citizens Advice Esher & District

- Can communicate with a range of audiences and adapt communication accordingly
- Are able to undertake accurate basic calculations
- Can collect data from a range of areas relevant to local fundraising
- Can understand, summarise and present data in a range of formats, including written reports and presentations
- Are able to write accurately and clearly to produce reports
- Are able to use a range of software programmes competently, e.g. Microsoft Office suite
- Have a willingness to learn new software programmes, e.g. social media platforms
- Are able to progress through the Citizens Advice digital training programme as a self-directed learner
- Are able to work as a reliable team member and commit to the minimum required time of two years volunteering