

Events and Marketing Volunteer Fundraiser

Would you like to gain experience of event and individual giving fundraising?
Do you enjoy working as part of a small, friendly team?

Brandon may have the perfect role for you! We're looking for a volunteer to join our small, fun and committed Fundraising team.

The purpose of the Events and Marketing Volunteer Fundraiser is to support the Direct Marketing Fundraiser with raffles, appeals and donor care.

The role will help you develop fundraising skills and really boost your CV. We'll help improve your employability with on-the-job training and support.

Volunteer Role Description

ROLE	Events and Marketing Volunteer Fundraiser
OVERSEEN BY	Direct Marketing Fundraiser
TIME PERIOD	3 months minimum
HOURS PER WEEK	Ideally one day per week but flexible

Main Tasks

- Event support and planning
- Produce engaging copy for materials and social media
- Support our raffles and appeals
- Email supporters to keep engagement and warmth
- Source auction and raffle prizes
- Create fun and interesting ways to thank and engage supporters
- Research event opportunities and places we can promote our work
- Undertaking any mandatory training which is in line with Brandon Trust policies and guidelines

Volunteer Profile

Skills and Experience Needed

Essential

- An enthusiasm for working in the charity sector, specifically in a fundraising role
- Good communication skills both written and verbal
- A personable and friendly manner, and a confident, cheerful telephone manner
- Organised and attentive to detail
- Research skills (to include web-based and telephone)
- The ability to use your own initiative and work within specified guidelines
- Ability to use Microsoft Excel
- Positive attitude, particularly to learning new tasks and skills
- A desire to improve the quality of life for young people and adults with learning disabilities and autism

Desirable

- Promotions and Sales experience
- An understanding of the charity sector

Benefits of Involvement

What benefits can I expect?

- Knowledge and understanding of events and direct marketing fundraising
- Gain an understanding of the operations of a fundraising office
- Valuable experience volunteering for a charity
- Gain experience of how to maximise fundraising income from Gifts in Kind
- Develop organisation and negotiation skills

What support will be given?

- Supervision in all your activities with agreed goals
- An information pack to help familiarise you with the work of Brandon Trust and the Fundraising team
- During your time volunteering you'll be part of the Fundraising team and will be able to draw on the team for guidance and advice

Expenses

- Volunteers may claim for travel (own-car mileage or bus fare on receipt of bus ticket) in line with Brandon Trust's Volunteer Expenses Policy
- Food and drink will be provided when volunteering at events
- Stationery will be provided by the Fundraising team