

### **Role: Fundraising Assistant**

This role provides the opportunity to become part of the team at the No.1 Befriending Agency that works to reduce loneliness and isolation. We are looking for enthusiastic and committed volunteer to contribute their experience to our fundraising/income-generating activities. This is a great opportunity to develop negotiation skills, identifying new and developing existing opportunities.

#### **The specific tasks for the role are:**

- Supporting and contributing to fundraising campaign and strategy
- Researching donor opportunities
- Identifying and approaching potential supporters
- Providing prospective supporters with accurate information about No.1
- Working closely with the team
- Thinking creatively to identify new ideas and opportunities
- Maintain and update database of fundraising contacts

#### **Personal specification:**

- Strong organisational skills
- Research skills (online)
- Excellent verbal and written communication skills
- Ability to drive your innovative ideas forward
- Understanding of fundraising techniques, strategies, and digital platforms

#### **Benefits:**

- An opportunity to share the insight you have built from your experience
- An opportunity to volunteer on a flexible basis, including from home
- You will be provided with relevant information, training and regular support sessions so you can get the most out of volunteering with us
- Out of pocket and authorised expenses reimbursed