



WaterAid/Eduardo Rodriguez



WaterAid/Jordi Ruiz Cirera



Community Fundraising Office Volunteer

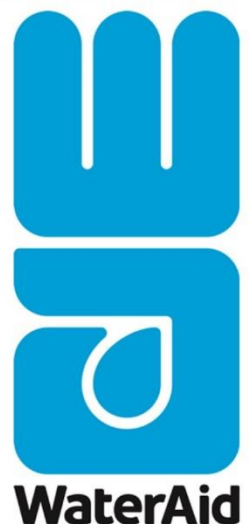


WaterAid/Sibtain Haider

Location: remote working

Weekly hours: 21 hours,
flexible

Length: 3 months



WaterAid is an international not-for-profit, determined to make clean water, decent toilets and good hygiene normal for everyone, everywhere within a generation.



**One vision.
Three goals.**

Who we are



Since we started in 1981, we've remained resolutely focused on tackling these three essentials that transform people's lives.

Without all three, people can't live dignified, healthy lives. With all three, they can unlock their potential, break free from poverty, and change their lives for good. Children grow up healthy and strong, women and men get to earn a living, whole communities start to thrive. It sounds normal and it should be.

We're committed to changing normal forever—are you?

About the role



Team:

The Community, Events and Education team plays an important role in the fundraising function at WaterAid. The team sits in the Mass Engagement Department.

The team is responsible for raising £3.5million a year through a wide range of community engagement activities, events and audience management. However, the team delivers far more than income by deepening the engagement of new and existing supporters, raising awareness of WaterAid's work and providing a local presence.

The Community Fundraising Volunteer will support the Community Engagement team within the wider Community, Events and Education team. The Community Engagement team specialises in engaging a variety of community audiences such as churches, schools, universities, youth groups and service organisations through education, bespoke fundraising and volunteering opportunities.

The Community Fundraising Volunteer will report to the Community Marketing/Fundraising Officers.

Purpose of Role:

The main purpose of this post is to provide administrative support to two team members of the Community Engagement team: the Community Marketing Officer and the Community Fundraising Officer. The Community Fundraising Volunteer role is ideal if you're interested in gaining experience in community fundraising as you'll have a chance to get involved with the entire supporter journey from fundraising appeals through stewardship communication to thanking supporters.

Key Tasks:

- Help with administrative/office tasks as requested
- Support team members with thanking donors: updating, printing and mailing thank you letters
- Help with creating/updating educational and fundraising resources (e.g. PowerPoint presentations, case studies, fundraising guides)
- Send out fundraising resources to supporters on request
- Update our CRM database as and when relevant
- Carry out desk research as requested, including prospect supporters and market/competitor research

- Support with sourcing creative content for fundraising materials, in particular direct mailings: help with selecting images, checking amends and proofreading

Required Skills:**Essential:**

- Interest in working in fundraising
- Experience of working in an office environment
- Experience of using Microsoft Office packages
- Excellent verbal and written communication skills
- Excellent administration skills with a close attention to detail
- Strong interpersonal skills and a positive approach to work

Desirable:

- Strong copywriting skills
- Experience of community/events fundraising through working or volunteering in the charity sector
- Experience of using a fundraising database
- Understanding of and interest in overseas development

Application deadline:

Wednesday 30 September 2020, 4pm

Interview date:

w/c 5 October 2020

How to apply:

To be considered for the role, please email your CV with a cover letter (no longer than 1 page long) explaining why you think you're suitable for this role to JuditPalotai@wateraid.org