



**Fundraising and  
Administration  
Volunteer Role  
Description**



**Team:** Philanthropy and Trusts

**Role Supervisors:** Katie Zeronian-Dalley (Philanthropy Manager) and Sarah Hardy (Philanthropy Manager)

**Location:** WaterAid's head office (47-49 Durham Street, London, SE11 5JD)

**Number of positions available:** 2

**Weekly hours:** 21 hours (3 days) each week – (2 days minimum)

**Length:** 3 months (with possibility of extension)

**Salary:** Unpaid voluntary role – reasonable travel expenses from within London zones 1-6 and £6.00 towards lunch

**Start date:** As soon as possible

**How to apply:** Submit a CV and covering letter (maximum of one page) by email to Katie Zeronian-Dalley and Sarah Hardy at [philanthropy@wateraid.org](mailto:philanthropy@wateraid.org)

Please include the following information in your email:

- When you would be able to start
- How long you think you would be able to work with us
- How many days per week you could dedicate to this volunteering role

**Application deadline:** Sunday 20<sup>th</sup> January 2019 at 5pm GMT

**Interview date:** Applications will be considered on a rolling basis until the application deadline, which means that we may conduct interviews before then, so please submit an application at your earliest convenience.

### **Purpose of Role**

Want to use your skills to make clean water, decent toilets and good hygiene normal for everyone everywhere? Join the Philanthropy and Trusts team and support us to achieve our ambitious growth plans and develop strong partnerships.

You will be part of the Philanthropy & Trusts team, where you will support us in raising c£4 million per year. We are a team of ambitious professionals specialising in fundraising from high net worth individuals and trusts. We provide high quality donor stewardship and grant management, prospect research and the development of bespoke communications and events.

Your administrative support and valued contributions will be vital to our work, enabling us to maximise our time and help WaterAid reach everyone, everywhere with clean water, sanitation and hygiene by 2030.

If you are enthusiastic and looking to build your skills and experience in international development, then this could be the role for you. We are committed to supporting your personal development goals and will be happy to discuss the opportunities at interview.



WaterAid was recently recognised as one of the UK's Best Workplaces acknowledged by 2018's Great Places to Work.

### **Key Tasks**

- Support with data migration, working with SharePoint and Microsoft Dynamics
- Support key events through mailings, logistics and pre-event planning
- Support for supporter meetings including preparing information and logistics
- Write supporter communications including event invitations and project information
- Produce creative communications for supporters
- General administration including mailings, managing emails and maintaining accurate records

### **Required Skills**

In your covering letter, please outline how you meet these skills.

#### Essential

- Commitment to WaterAid's ethos and work
- Passion for international development
- Strong communication skills, creativity and attention to detail
- Ability to self-motivate and able to work independently
- Experience in using Microsoft Office
- Enthusiastic individual with a flexible, 'can-do' attitude
- Commitment to confidentiality and an interest in learning about GDPR compliance

#### Desired

- Experience in administrative or fundraising roles
- Experience working with trusts or philanthropists
- Experience working with databases