



# **Research and Fundraising Volunteer Role Description**



## Volunteer Role Description

**Team:** Philanthropy and Trusts

**Role Supervisors:** Nathalie Hussa

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

**Number of positions available:** 1

**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 £7.00 towards lunch

**Start date:** As soon as possible

### 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 research and 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 the Philanthropy & Trusts team with research, including profiles on individuals and occasionally trusts and foundations
- Support with network mapping to identify potential opportunities for warm introductions to new donors
- Proactively search subscription databases to identify funding opportunities
- Support the Prospect Research Officer in preparing for pipeline meetings
- General administration including adding research to our database and identifying existing high-value donors already on our database
- Assist the wider team with ad hoc administrative tasks, including mailings, managing emails and maintaining accurate records



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### 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 and strong Excel skills
- Enthusiastic individual with a flexible, 'can-do' attitude
- Interest in learning about research within a fundraising context
- Commitment to confidentiality and an interest in learning about Data Protection and GDPR compliance

#### Desired

- Experience in research, administrative or fundraising roles
- Experience in working with trusts or philanthropists
- Experience in working with databases and navigating subscription databases