



WaterAid/Joey Lawrence

## Fundraising and Administration Volunteer



**Location:**

47-49 Durham Street,  
London, SE11 5JD

**Weekly hours:**

21 hours (3 days) per week

**Length:**

3 months (with the possibility of  
extension)





**For water. For sanitation. For hygiene. For everyone.**

We started because no water charity existed. We'll finish when no water charity is needed.

Poverty shouldn't be normal. Safe water, decent toilets and good hygiene should be.

### **Water partners for Everyone Everywhere**

We know that extreme poverty cannot end until safe water, decent toilets and good hygiene are part of normal daily life for everyone, everywhere in the world.

We are international water, sanitation and hygiene specialists, united in our view that the best way to solve the water crisis for good is by working with others.

We're partners for people around the world who believe everyone has the same human rights to safe water, decent toilets and good hygiene and who have the drive, or the responsibility, to do something about it.

### **Changing Normal**

For millions of people around the world, safe water, decent toilets and good hygiene are still not part of normal daily life. We believe this has to change.

It's about questioning what's expected and what's accepted.

It's about having the confidence to talk about things that are difficult and taboo.

It's about changing conventional behaviour and how institutions work.

It's about bringing practical solutions that stick for good.

It's about removing barriers that hold people back.

It's about making what's commonplace for many, commonplace for everyone everywhere by 2030.

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



**Team:** Philanthropy & Trusts Team

**Role Supervisor:** Katie Zeronian-Dalley, Philanthropy Manager

**Application deadline:** 5pm, Wednesday 31 July 2019

**Interview date:** Tuesday 6 August 2019

**How to apply:** Please send your CV and an accompanying cover letter outlining how you meet the criteria outlined below to [philanthropy@wateraid.org](mailto:philanthropy@wateraid.org)

**Purpose of Role:**

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.

Within the Philanthropy & Trusts team, the Events Officer is responsible for delivering prospecting, cultivation, stewardship and fundraising events for high value philanthropy, trusts and corporate audiences. In order to help us achieve our ambitious events strategy for the year, we are looking for an enthusiastic Fundraising and Events Volunteer to support the Events Officer. Your administrative support and valued contributions will be vital to our work and helping us raise crucial funds to reach everyone, everywhere with clean water, decent toilets and good hygiene.

**Key Tasks:**

- Providing support to account managers for supporter meetings, including preparing information and managing logistics
- Writing compelling and high quality supporter communications, including project progress reports and event invitations
- Producing creative communications for supporters
- Supporting the team with general administration, including managing emails and maintaining accurate records on our CRM database

- 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 Skills:**

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