

Trusts and Grants Volunteer

Reports to Trusts and Grants Officer

Job Purpose: To support the Trusts and Grants Officer incorporating a broad range of fundraising activity.

- To research fundraising prospects for the Trusts and Grants Officer, help prepare funding applications and/or a compelling case for support.
- To manage and maintain the fundraising database to facilitate efficiency and promote customer care.
- To research and approach small trusts and foundations for funding to support the current staff wish list.
- To ensure gift aid achieves maximum sign up from our eligible donors and that accurate records are kept.
- To manage and maintain the Donor Strategy fundraising database ensuring all communications with donors are entered on it to maintain a full record of contact with the organisation or individual.

SKILLS AND EXPERIENCE

Essential

- Excellent written communication skills – ability to develop a creative and innovative fundraising “case for support” applications.
- Experience of use of IT and databases.
- Confident at networking.
- Strong commitment to the Nelson Trust’s aim of providing services to people in recovery from addiction to drugs or alcohol

Desirable

- Marketing or fundraising experience.
- Knowledge of fundraising legislation.
- Good verbal communication skills – ability to build and maintain positive relationships with key individuals in grant making trusts / corporate organisations.
- The ability to influence the charitable-giving decisions of grant making trusts, companies and major donors.

PERSONAL QUALITIES

- Confident
- Creative thinker
- Efficient and organised
- Self-motivated
- Target driven
- Positive outlook
- Team player
- Personable

The right candidate will be enthusiastic, a fast learner, friendly, reliable and have the ability to work on their own initiative. Ideally, candidates will be available for at least 1 day a week for a minimum of 10 weeks.