

Job Description

JOB TITLE: Volunteer Community Fundraiser

REPORT TO: Head of Fundraising, Deafblind Scotland

JOB SUMMARY

The volunteer will work on varying activities/events with the general community across Scotland. Typical activities/events; bag packs, can collections, merchandise stalls etc.

The central aim is to generate funds for Deafblind Scotland, simultaneously raising the profile of this national charity's work through positive promotional activity. Each event/activity should be gratifying for supporters and give due recognition to sponsors.

The volunteer should be able to work on their own initiative, be IT literate, excellent verbal and interpersonal skills. The Fundraising team at Deafblind Scotland will support the volunteer.

The financial goal of £1,000 to £2,000 is deemed reasonable. The specific monetary target to be agreed with the Head of Fundraising, Deafblind Scotland.

This particular volunteer position requires a flexible working approach, with evening and weekend work.

MAIN DUTIES AND RESPONSIBILITIES

1. Engage the local community(ies) across Scotland in the programme of fundraising events/activities scheduled across Scotland i.e. recruitment of local people, sponsorship from local business etc - the key to a successful community-based fundraiser.
2. Support the Marketing Campaigns through local media, such as local business, printed press, radio and television and social/digital media.
3. Regularly communicate with all parties supporting the project. As every fundraising event is viewed as an key PR opportunity for this national charity, it is important that the volunteer communicates appropriately and effectively at all times.
4. Develop and sustain excellent working relationships with all colleagues, key partners, such as supporters and sponsors.
5. Effectively manage each project through timelined activities.
6. Maintain records on spreadsheet(s) and provide regular briefings to the Events Executive.

Person Specification

Essential Criteria

Skills and Experience

- Good planning skills
- Good interpersonal and communication skills
- Effective time management
- Excellent organisational skills

Computer Literacy

- Competency in Microsoft Office (Word, Excel, PowerPoint and Outlook)

Special Aptitude

- Ambitious and enthusiastic about the work
- Self motivated
- Positive attitude and a flexible approach to work
- Attention to detail
- Honest and trustworthy
- Creative and imaginative

Desirable Criteria

- Fundraising, PR or Marketing experience