

Key Responsibilities & Duties of a Fundraising Admin Volunteer

THE ROLE

Fundraising Admin Volunteers help the fundraising team with a range of tasks, to help drive the essential growth in funding required for the Ellen MacArthur Cancer Trust to inspire even more young people to believe in a brighter future living through and beyond cancer.

You will be based in our East Cowes office on the Isle of Wight. You will work closely with the Community and Individual Fundraiser and the Fundraising Manager, providing administrative support on tasks such as handling donations, sending thank you letters/emails, or assisting with large campaign mail outs.

You will also research and organise the delivery of auction prizes from companies, suppliers and supporters, that can be used for raising funds through raffles and auctions.

WHO CAN BE A FUNDRAISING ADMIN VOLUNTEER?

Someone with a passion for supporting young people, who is organised, happy to get stuck in to help where needed and who wants to be part of a friendly community.

You will enjoy administrative tasks and are happy to share your time with the Trust on a fortnightly or monthly basis during working hours of 9am-5pm (exact hours in agreement with the Fundraising Manager). This is a brilliant flexible volunteering opportunity where you can make a huge difference.

Ideally you will have administrative experience, enjoy being organised and are keen to get involved with supporting the fundraising team where needed.

RESPONSIBILITIES & DUTIES

- Posting fundraising material.
- Assisting with mailing campaigns.
- Processing donations.
- Sending thank you letters/emails for donations/support.
- Following our fundraising and safeguarding policies.
- Contacting businesses to seek donations of auction and raffle prizes and organising their delivery.

