|  |
| --- |
| **Fundraising Support Volunteer** **ROLE DESCRIPTION** |
| **PLACEMENT DETAILS** |
| Are you looking to gain experience with Fundraising activities (including database and donor management) or gain insight into working with an organisation tackling Homelessness and Drug/Alcohol Dependency then this is an ideal opportunity for you.**Overall purpose of role:** We are seeking a dedicated and organised volunteer to support our fundraising efforts. This role is crucial in ensuring the smooth operation of our fundraising activities, allowing us to continue our mission of DHI. The volunteer will assist with administrative tasks related to fundraising campaigns and database management.**Key responsibilities:** Donor database management* Maintain and update donor records in our database
* Ensure accuracy and confidentiality of donor information
* Generate reports on fundraising progress and donor activity.

Event administration support* Support in run up to the events
* Help at the event
 |
| Time commitments: | Flexible to meet the needs of the volunteer.  |
| Location of role: | St James Parade, Bath |
| **VOLUNTEER PROFILE** |
| Professional qualifications or experience REQUIRED: | None |
| Professional qualifications or experience DESIRABLE: | None |
| Soft Skills REQUIRED: | Fit with DHI Values (Self-Direction, Stimulation, Zest for Life and Flexibility) and a non-judgemental attitude.Good communicator and ambassador for DHI |
| **VOLUNTEER SUPPORT/BENEFITS** |
| The Volunteer Co-ordinator provides a standard induction about the charity. A Fundraising and Communications team member will provide additional details about the specific tasks and responsibilities. |
| Costs incurred as a result of the volunteering experience such as travel and mileage will be covered as per our travel policy. If the volunteer works more than 4 hours per day then a contribution to lunch (£3.50) is covered by DHI.  |