

Amnesty International UK



VOLUNTEER ROLE	Community Fundraising Volunteer
TEAM	Social Giving and Retail
DEPARTMENT	Fundraising
DAYS	3 days a week (weekdays)
TIME PERIOD	3 month minimum (with optional extension)

BRIEF DESCRIPTION OF THE TEAM'S WORK

The Community Fundraising team is based in the Social Giving and Retail Team within the Fundraising Department. The Community Fundraising team's objectives are to develop and implement an ambitious Community Fundraising Programme to help Amnesty achieve its fundraising targets. The team focuses on:

- Individual community fundraisers: recruiting participants for Sponsored Events, Social Events, In Celebration and In Memory Giving, recycling and online giving
- Groups: encouraging increasing numbers of Amnesty Local, Youth, Student and Faith groups to fundraise for human rights
- New audiences and income streams

ROLE OVERVIEW

The volunteer will primarily support the Community Fundraising Team to support a network of volunteer fundraisers. The volunteer will use their administrative skills to update supporter details, respond to enquiries, send materials and communicate with supporters. They will also have the opportunity to work closely on a project.

MAIN RESPONSIBILITIES

- Update and maintain a database with details of supporters' fundraising activities
- Communicate with supporters to support and acknowledge their fundraising activities by telephone, email and in writing.
- Send materials and mailings to supporters
- Undertake research to support Community Fundraising activities and team objectives
- Seek partnership opportunities for in-kind support
- Support the development of a community fundraising project

KEY SKILLS

- Database or data entry experience.
- Excellent working knowledge of Microsoft Word and Excel.
- High standard of written and spoken English.
- Experience communicating in a professional capacity via email and telephone
- Ability to work under pressure and meet regular deadlines
- An interest in charity fundraising

DESIRABLE

- Experience of using social media to promote activities
- Experience of working on small projects or events