

Amnesty International UK



VOLUNTEER ROLE	Community and Events Fundraising Volunteer
TEAM	Social Giving and Retail
DEPARTMENT	Fundraising
DAYS	2 - 3 days a week (Monday to Friday)
TIME PERIOD	3 - 6 months (with optional extension) 1 month notice period is requested

BRIEF DESCRIPTION OF THE TEAM'S WORK

The Community and Events Fundraising Team is based in the Social Giving and Retail Team within the Fundraising Department. The Community and Events Fundraising Team's objectives are to develop and implement an ambitious Community and Events Fundraising Programme to help Amnesty International UK 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 and Events Fundraising Team to maintain a database of supporters who have approached Amnesty International UK to raise money through community activities. The volunteer will use their administrative skills to update supporter details, respond to enquiries, send materials and thank supporters.

MAIN RESPONSIBILITIES

Tasks will include providing assistance with the following:

- 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 and Events Fundraising activities and team objectives
- Seek partnership opportunities for in-kind support
- Support the development of Community and Events Fundraising Projects

KEY SKILLS

- Database or data entry experience.
- Excellent working knowledge of Microsoft Word and Excel.
- High standard of written and spoken English.
- Experience communicating with a variety of stakeholders in a professional capacity via email and telephone
- Administrative experience with a high standard of accuracy
- Ability to work under pressure and meet regular deadlines

DESIRABLE

- Experience of using social media to promote activities
- Experience of working on small projects or events
- An interest in Marketing or Fundraising