

RED BRICK BUILDING

COMMUNITY • ARTS • EDUCATION • ENTERPRISE

Fundraising Volunteer Role Description

Title of role: Fundraising Volunteer

Purpose of the role:

To be an active member of the Fundraising team to raise much needed donations from events, the local community, community shares, trusts and companies for the renovation of Building C. As well as raising awareness about the opportunities at the Red Brick Building.

Main Activities:

- Alongside your fellow volunteers with support from the Volunteer Co-ordinator, plan and deliver local events and activities to raise funds and awareness
- Manage the donations and promote the Community Share Offer in accordance with our funding strategy
- Research fundraising opportunities
- Present a friendly and professional face of the project
- Deal with enquiries
- Promote the work of the Red Brick Building and give tours to visitors if / when appropriate
- Promoting fundraising events by writing news releases and working with the media; using social media; using and improving/increasing corporate contacts; organising mailings; emailing and calling previous participants.
- Researching local businesses with which to link in order to promote fundraising.
- Building relationships with external organisations.
- Be aware of and abide by the Red Brick Building policies and procedures

Commitment

The role is flexible but we would like volunteers to give the equivalent of a day a month with the additional attendance at fundraising meetings and events as and when they are organised. We ask that volunteers only cancel or rearrange their attendance if absolutely necessary and with prior warning (i.e. sickness or interview).

Training and Support

- An initial induction will be given to all new volunteers
- Volunteers will also be offered the opportunity to attend other training and development events relevant to their role
- We will hold regular volunteer meetings to provide an opportunity to give feedback and contribute ideas, as well as meeting other volunteers

What we are looking for

Good interpersonal, diplomacy, communication and teamwork skills although full training can be given for any technical requirements.

Also someone who is/has:

- Outgoing and lively personality
- Motivated and enthusiastic
- Excellent verbal communication skills
- Fundraising experience an advantage, though not a requirement
- Open and welcoming manner
- Flexibility and patience
- Reliability and willingness to attend
- Ability to relate to a range of people
- Prepared to give and receive feedback