



Fundraising Volunteer Role Description

- Role title:** Fundraising Volunteer
- Responsible to:** Fundraiser
- Hours of work:** Flexible (At least 2 hours per month)
Monthly update meetings/ training as appropriate
Occasional external events
- Place of work:** Centre 33, 33 Clarendon Street, Cambridge, CB1 1JX

As a Fundraising volunteer you will be required:

1. To show enthusiasm and passion for the work of Centre 33.
2. Develop a good understanding of the work of Centre 33 and passionately convey this to external individuals and groups.
3. To attend monthly update meetings with the Fundraiser.
4. Undertake any necessary training.
5. To work as part of a team to undertake bespoke fundraising activities for the benefit of Centre 33.
6. To work within the policies and procedures of Centre 33.

Please note: There are a range of fundraising activities for volunteers to get involved in. We will work with you to identify your skills and interests and aim to match these with the appropriate fundraising opportunity. It is therefore not necessary for volunteers to be competent in all of the skills and experience areas given below.

Skills and Experience

- Working in a team
- Working independently
- Working to an agreed deadline
- Basic IT- Email, internet, Word and PowerPoint
- Presentation skills- Presenting to individuals and/or groups
- PR and marketing- specifically media.
- Planning and facilitating community fundraising activities and events
- Corporate fundraising