



Job Title: Volunteer Fundraiser

Purpose: Coventry Haven Women's Aid (CHWA) support women and children through all types of abuse. A volunteer fundraiser will assist with the event style fundraising and will represent CHWA and our service users to members of the public, other agencies and corporates. Raising funds from the community can be very rewarding and enjoyable. Volunteer fundraisers play a vital role in helping to ensure CHWA can be sustainable for the women and children who need our support. Income generation is key to our continued success. As a volunteer fundraiser you will be able to organise events and help to encourage other volunteers to fundraise for the charity. The role is flexible to suit your commitments and interests

Location: The Volunteer Fundraiser will be located at both 22 Marlborough Road, 30 Hen Lane and throughout Coventry while attending events

Key Responsibilities:

Being a volunteer fundraiser can involve:

- Undertaking collections
- Designing and promoting PR material for events
- Attending and supporting our fundraising events
- Organising fundraising events
- Encouraging others to fundraise or volunteer for the organisation
- Adding data to an online Relationship Management system
- Nurturing and maintaining relationships with donors
- Discussing donation needs with the refuge staff
- Adhering to strict Charity Donation Policies, regarding the handling of cash and donations

The 6 Fundraising principles are:

- planning effectively - set-out, agree and monitor the organisations approach to fundraising
- supervise your fundraisers/donors – maintain the monitoring to oversee your fundraising methods and fundraising carried out on behalf of the charity
- protect your charity - make sure there is strong management of the donations plus protect the organisations reputation
- comply with the fundraising laws and regulations - in particular in areas such as data protection and licensing laws
- follow recognised fundraising standards - the Code of Fundraising Practice outlines the legal rules that apply to fundraising



- be open and accountable - make sure you are clear about what the fundraising is for and any reporting requirements

You will report to the Development and Fundraising Officer who will also be available to give you continuous support, advice and guidance and can be contacted on 07415 711 007.

The benefits to you:

- Opportunities to meet new people in your community
- Opportunity to develop self-confidence, PR, marketing and fundraising skills
- The satisfaction of knowing you will be making a difference to the lives of women and children
- Reimbursement of out of pocket expenses
- Development opportunities, such as training and potentially promotion to other positions (the usual recruitment processes will apply)

Resources and ongoing support skills you need for this role:

- A professional, friendly and outgoing manner
- Ability to work on your own initiative
- Previous fundraising experience would be a bonus
- Commitment to work within fundraising guidelines and policies
- Willingness to learn about the range of our services

Time Commitment: Flexible. You can give as much or as little time as you want, but if any agreed dates have been arranged and you are unable to attend, please contact The Development and Funding Officer with as much notice as possible

Qualifications: Basic knowledge of computer and data entry. Pleasant manner, patience, problem-solving ability, dependability. A Disclosure and Barring Service will be required which CHWA will cover the cost of

Support: Ongoing support and training as required will be provided. Also, the Development and Funding Officer will be available for questions and assistance

Age Requirement: None

Dress Code: Smart casual