

Fundraising Research Volunteer

Our Fundraising & Communications Manager is looking for someone to undertake desk research to assist with trusts, grant and foundation research. We are subscribed to a couple of databases, and then there is research outside of this too. The role will help to identify a shortlist of possible funders who will favourably consider applications relating to aspects of our work.

This is an excellent opportunity for someone who is methodical, with good research and analytical skills who would like to gain charity fundraising experience. No prior knowledge of trust and grant funders is required as full coaching will be given. This activity can be undertaken remotely or, by prior arrangement, at the Centre.

Commitment: A volunteer is required for three months, with the possibility of extension. It would be useful for applicants to indicate how much time they are able to offer.

Main Duties

- Undertaking desk research into databases and other online sources to identify trusts, grant makers and local companies whose priorities indicate that they may be open to an application to support the work of The Mulberry Centre.
- Making phone calls or email enquiries, where relevant, to clarify or obtain further details.
- Documenting information and producing shortlists of potential funders and their application deadlines.
- Assisting with general fundraising administration, and any other appropriate duties, whilst adhering to TMC policies.
- May also have the opportunity to write small grant applications.

Volunteer Specification:

- Methodical approach
- Research and analytical skills
- Excellent attention to detail
- Good communication skills
- Ability to work on own initiative within an agreed brief
- Good organisational and time management skills
- Comfortable with IT and confident researching on the internet
- Ability to learn how to access relevant databases

Support and Training

- Ongoing guidance and coaching on how to access the relevant databases and websites to identify and prioritise potential, relevant funders.
- Expenses are paid for travel up to a limit of 30 miles per day, currently at 45p per mile, if travelling to the Centre.

Next Steps

- Informal telephone interview.
- If your application is successful, we will invite you to complete the online application form.

Further information: Email: volunteer@themulberrycentre.co.uk

Work supervised by: Fundraising and Communications Manager