

## PA/Researcher Volunteer (Major Donor Fundraising)

Our mission is to provide information and support for anyone affected by cancer, offering practical ways of enhancing physical, psychological and emotional wellbeing.

The Mulberry Centre is an award-winning charity which relies heavily on donations from individuals and organisations to support people through their cancer journey from diagnosis, through treatment and then post-discharge. We help them to start rebuilding their lives and promote self-management. We also support carers and family members to deal with these changes and bereaved relatives. We do this by providing counselling, complementary therapies, wellbeing classes, and supporting information, tailored to the needs of our users at, and around, our purpose-built centre in Isleworth. Our services are free of charge, but donations are always welcome.

**Our Fundraising & Communications Manager is looking for someone to undertake administrative, co-ordination and research support to assist with the development of a major donor development fundraising programme. This is an excellent opportunity for someone who has exceptional interpersonal skills, as well as strong organisational, and research skills, with great attention to detail. No prior knowledge of major donor fundraising is required as training and mentoring will be given. This activity can be undertaken remotely plus time at the Centre. Previous experience as a PA or similar role is desirable.**

**Time Commitment – Flexible, looking ideally for a regular commitment of 2-3 days a week for at least six months or longer term. It would be useful for applicants to indicate how much time monthly they are able to offer.**

### Main Duties

- Co-ordinate and track actions and communications of staff, trustees, volunteers and supporters to working on major donor fundraising relationships
- Ethically screen relevant prospects, in line with our ethical standards and process, and produce briefings for meetings with prospects and donors
- Maintain and update accurate records and mine the records regularly for new prospects
- Develop your knowledge of our work
- Produce high-quality leaflets, invitations and other materials for major donors as necessary
- Identify potential major donors from existing supporter base
- Research new potential major donors or philanthropists who would be aligned with our cause.
- Work with the lead staff, trustee or volunteer, to carefully cultivate and engage these individuals
- Work closely with the trustees, staff and volunteers, supporting them to reach out to their networks of individuals and corporates
- Organising meetings, making phone calls, drafting letters
- Tracking communications and actions that have taken place or are due for follow up
- Project manage and deliver high-quality cultivation events for major givers

### Volunteer Specification

- Effective communication skills, both verbal and written
- The ability to work proactively with a variety of stakeholders, including donors and supporters at all levels
- Ability to work effectively as part of a team and on own initiative within an agreed brief
- Ability to adapt in complex situations
- Excellent time management and organisational skills
- Excellent attention to detail
- Great research and analytical skills

- Confident with IT, using database, and researching on the internet

### Support and Training

- Ongoing guidance and mentoring on how to research major donors
- You will be provided with an induction covering the objective of the role, the work of The Mulberry Centre, and its procedures and policies relevant for your volunteering role.
- We will do our best to assist your volunteering role with us. This will include evaluation sessions and keeping you updated with all the relevant information on what support The Mulberry Centre offers.
- There will be an initial 3 months, then annual review with your Lead.
- Expenses are reimbursed for travel incurred to carry out your volunteering duties. The reimbursement of any other 'out of pocket' expenses is subject to prior approval by your Lead.

### Next Steps

- All applicants will be asked to complete a Volunteer Application Form and confidentiality agreement and provide two referees.
- Candidates with the appropriate experience/skills for the role for which they have applied will be interviewed by the Lead associated to the role.
- References will be taken up on successful candidates.
- All new volunteers will be given role specific induction/training by their Lead and the Mulberry Macmillan Volunteer Lead will provide general induction to the Centre, the general handbook and relevant information pertaining to policies and procedures, and will be asked to sign the Volunteer Agreement, confirming their commitment to the Centre.
- Subject to satisfactory references, and completion of professional documentation an individual may start volunteering and a review will be carried out by their Lead after three months.
- Short-term volunteers providing support on an ad-hoc basis are not required to go through all the recruitment procedures unless they start volunteering on a more regular basis or their hours increase beyond 5 hours a month.

**Further information:** Email: [volunteer@themulberrycentre.co.uk](mailto:volunteer@themulberrycentre.co.uk)

**Responsible to:** Fundraising and Communications Manager