

Volunteer Role Description

Role Title	Events & Fundraising Volunteer
Department	Fundraising
Reporting to	Suzanne Woods
Hours	Tuesday, Wednesday, Thursday (Flexible daytime hours)
Location	Cotton Hall, Chester
Purpose/Summary of Role	To support the Marketing and Business Development team to maximise opportunities for events and find new sources of funding.
Description of Tasks	<ul style="list-style-type: none">• Support the Fundraiser in managing events, whilst creating strategies for new events in the local community and beyond• Create artwork for events and campaigns• Promote Save the Family and develop relationships with local businesses to raise awareness of the charity and funding• through research, highlight new areas of funding through external funders and trusts from across the UK• Create or contribute to fundraising spreadsheets• Organise information about past fundraising success or failure• Source prizes for raffles when organising events• Work closely with the donations team to sort items which can be sold through Ebay• Support the management of funding recording tools• Check thankyou messages will be given to all donors by ensuring Donation forms have been completed and given to Margaret
Skills and abilities/Qualifications	<ul style="list-style-type: none">• Computer literate – Word, Excel, Outlook• Enjoy approaching variety of people• Confident on the telephone• Creative and proactive• A determination to succeed