

## Volunteer Role Description

**Position Title:** Volunteer Fundraising Coordinator

**Location:** Remote and in the office (depending on workload and needs of the role)

**Reports To:** CEO and other Managers

**Commitment:** We are looking for someone who could start in October / November and commit to at least 12 months. Hours are flexible and will be discussed at interview.

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### About Us:

We are small charity with almost 40 years' experience of providing inclusive education and support services around relationships and sex, sexual health & wellbeing, sexual rights & responsibilities to communities in and around Cambridgeshire. Our mission is to empower people with knowledge to build healthy relationships, positive behaviours, and sexual wellbeing, so that they have the opportunity to make informed decisions.

We embrace individuality, encourage creativity, and aim for our work to be exciting, and meaningful. We maintain a healthy perspective on work/life balance and inject fun, spontaneity, and humour into our working day!

### Role Overview:

We need to significantly increase our unrestricted income so that we can thrive and grow and have the resources and capacity to support as many people as possible.

As a Volunteer Fundraiser Coordinator, you will lead on developing and implementing a fundraising plan which will include a range of realistic fundraising objectives suitable for our organisation e.g. promotion of our charged services, crowd funding, corporate and individual donors, events, You will decide if we need to recruit volunteer fundraisers, who will be managed by you.

Your organizational skills, enthusiasm for our work, ability to involve and motivate others will be essential in helping us achieve our financial goals to support our work.

This is great opportunity for someone with previous fundraising or event management experience, or someone looking with the right skills and knowledge to take on the role.

### Key Responsibilities:

1. Fundraising Plan: Develop, write, and implement a realistic fundraising plan. Take ownership of events and initiatives and see them through to completion.
2. Volunteer Coordination: If required, lead a small team of volunteer fundraisers providing guidance and support to ensure that all fundraising efforts are carried out effectively. This includes recruiting, training, and motivating volunteers to achieve our fundraising plan.
3. Event Planning & Management: Oversee the planning and execution of fundraising events. Manage planning, promote events, and ensure smooth event delivery.
4. Coordinating initiatives: Coordinate fundraising initiatives, ensuring that materials are prepared, communications are sent, and any volunteers are supported.

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5. Donors: Help manage relationships with donors, ensuring regular communication.
6. Fundraising Tools & Platforms: Utilize fundraising platforms (e.g., JustGiving, GoFundMe) and social media to enhance outreach efforts. Help implement and manage online donation pages, crowdfunding efforts, and social media campaigns.
7. Reporting: Provide regular updates and reports to the CEO and Board as agreed.
8. Team Collaboration: Work closely with other team members to ensure that fundraising efforts align with the charity's overall mission and objectives.

### Requirements for the role:

1. A strong belief in the importance of relationships and sex education and a desire to support a charity that makes a real difference in people's lives.
2. Previous experience in fundraising, event coordination is desirable or be able to demonstrate transferable skills.
3. The ability to handle multiple tasks and priorities while keeping everything on track. You'll be juggling deadlines, volunteer supervision, and event planning.
4. Strong written and verbal communication skills.
5. Ability to come up with fresh fundraising ideas and creative ways to engage our supporters. Flexibility and resourcefulness in overcoming challenges.
6. Good IT skills and experience of using digital tools, social media, and fundraising platforms.

### Why Volunteer With Us?

Your efforts will directly contribute to our commitment to provide inclusive education and support services around relationships, sexual health & wellbeing, and sexual rights & responsibilities. Our work supports individuals across various communities, empowering them to make their own informed decisions and choices.

You will have the opportunity to build valuable skills and experience, learn about the voluntary sector and be part of a small, welcoming, friendly, and enthusiastic team.

We understand the balance between life, work, and volunteering, and we offer flexible hours to fit your schedule providing the hours and commitment also meet the needs of this role and the organisation.

### To Apply:

If you believe you meet the requirements for the role and you're enthusiastic about relationships and sex education we'd love to hear from you! Please complete the application form and send it along with your CV and a cover letter telling us why you're a good fit for this role. Apply to [enquiries@dhiverse.org.uk](mailto:enquiries@dhiverse.org.uk)

Note: This is a volunteer position, and while unpaid, reasonable expenses (such as travel) will be reimbursed.