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**VOLUNTEER ROLE  
DESCRIPTION**

<b>Role Title:</b>	Business Development and Fundraising Assistant
<b>Team:</b>	<b>Business Development and Fundraising</b>
<b>Reports to:</b>	<b>Head of Business Development and Fundraising</b>
<b>Ideal Availability</b>	<b>5-10 hrs per week</b>
<b>Location:</b>	Work from Home and occasional office based, located at 321 High St West Bromwich.

<b>Role Purpose:</b>	To provide support and assistance to the Head of Business Development and Fundraising.
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<b>Key Responsibilities:</b>	<p>To work with and assist the Head of Business Development and Fundraising with the planning, implementation and marketing of fundraising activities and events.</p> <p>To build and maintain positive networks with fundraisers, volunteers, and supporters, promoting the work of the organisation.</p> <p>Develop and maintain a strong understanding of the work of the organisation, fostering positive relationships with other departments.</p>
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<b>Key Activities:</b>	<p>The postholder will be responsible for the following activities:</p> <p><u><i>Assisting and supporting the fundraising function</i></u></p> <ul style="list-style-type: none"> <li>• Contribute to the planning, development, and marketing of fundraising activities and participate in specific events and functions as directed.</li> <li>• Attend relevant events and functions, representing KPG appropriately and professionally.</li> <li>• Assist with the research of potential fundraising opportunities, including new funders, sponsors, and donors, using a range of resources.</li> <li>• Support and assist members of the fundraising team in office-based aspects of fundraising whilst learning and developing own skills in this field.</li> <li>• To ensure all relevant information about supporters and potential supporters is promptly and accurately recorded in the KPG CRM System.</li> </ul>
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### Networking and promotional activities

- Assist with the creation, production, and distribution of mailings to supporters and potential supporters.
- Maintain and develop relationships of local supporters, sponsors, and donors, working to continually increase awareness of the work of the KPG, and to maximise fundraising opportunities.
- Liaise with supporters organising and participating in events, providing them with necessary fundraising and promotional materials, including sponsor packs, and follow up on the resulting donations.
- Liaise with volunteers and other organisations and supporters who organise fundraising events on KPG's behalf.

### Relationship management

- Liaising with services within KPG, build a clear awareness and understanding of the services provided by the organisation.

### General

- Maintain good working relationships with colleagues at all levels within the organisation, promoting good employee relations and communications.
- Support effective internal communication systems throughout the organisation to engender an organisational culture of communication, openness, and co-operation.
- Support and promote the rights, dignity, safety, and individual choices of each customer.
- Undertake any other duties appropriate to the role.

### **Key Contacts:**

The postholder will have frequent contact with funders, donors, and supporters, as well as a range of internal and external stakeholders

### **Experience:**

It is desirable that the postholder will have a minimum of 2 years. experience in an administrative role, ideally within a fundraising environment and will have proven experience of dealing with donors and supporters.

### **Desirable Attributes:**

- Demonstrable IT skills, particularly Microsoft Office
- Strong written, verbal, and oral communication skills
- Clearly evidenced organisational skills, with good attention to detail
- Team player
- Relationship management skills
- A proactive approach, managing own workload and working to deadlines.
- Good research and information management skills
- An understanding of the charity sector and/or fundraising
- An interest in social care and disability related issues
- Flexibility in working practices and working hours.

