



Description of volunteer project and person specification

Title	Major Gifts Volunteer
Volunteer schedule	Up to 3 days a week for a minimum of 3 months
Recompense	Unpaid (reimbursement for reasonable travel expenses to and from office location and for lunch)
Reporting to	Research and Information Manager

Context

Are you passionate about making a real difference?

As part of the global ActionAid family, we are helping to build a fair and just world where everyone can claim their rights. To achieve this we work with local people in more than 45 countries to fight hunger and disease, seek justice and education for women, hold companies and governments to account and help communities cope with emergencies.

In the UK our role is to raise funds to carry out programme work internationally, to motivate and engage our supporters and the general public and to campaign for change. We are a value driven, forward thinking organisation, focused on achieving long-term change through supporting our partners to make a sustainable difference.

Purpose of the volunteer role

This volunteer opportunity will support the Major Gifts Team with various projects and activities. The Major Gifts team aims to respond to funding needs and has a target to raise £2.8 million in 2011 from high net worth individuals giving £5k to £100k+ per annum, as well as trusts and foundations and a handful of companies. This is managed in a highly personalised way through 1-2-1 contact and tailored communications. The team also runs the Ambassador Network – a group of committed individuals who give £10,000 or more a year. Inspiring events are held throughout the year, giving supporters the opportunity to hear directly from the field and enabling a strong link to be maintained with these individuals.

The Major Gift team is supported by the Research and Information team who provide account managers with information from the field, write proposals and donor reports, and carry out research into how to access new sources of funding. Engaging closely with the Major Gifts and Research and Information teams, this volunteer opportunity will give an introduction into the skills needed for a career in high value fundraising.

Key tasks and responsibilities

- Support the Major Gifts and Research and Information teams by editing and proof reading donor specific proposals and reports
- Support Major Gift Managers in the stewardship of existing donors and prospects
- Assist the Special Events Officer in delivering our Major Gifts events programme; this will include supporting of invites and post-event follow-up

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- Utilise a variety of online resources and databases to research current and prospective individuals, trusts and foundations, providing briefings and inputting information into our database, Raiser's Edge
- Assist in delivering the communications plan to the Ambassador Network, this will include writing emails and case studies, and researching topics for briefing papers
- Provide general administrative support to the team, including updating the fundraising database Raiser's Edge and organising the electronic filing

Person Specification

Knowledge and Experience	
<i>Essential</i>	<i>Desirable</i>
Competent in Microsoft Office – particularly Excel, Word and Outlook	Prior experience of Raiser's Edge
Commitment to ActionAid's mission, vision and values, with a focus on Women's Rights	
Experience of, or aptitude for, financial administration, e.g. budget and accounts checking	
Skills and Abilities	
Pro-active 'can do' attitude with an ability to do project work on own initiative and with minimum supervision	
Organised and with an exceptional attention to detail	
Excellent written skills with an ability to edit documents to make them donor friendly	
Ability to quickly absorb large amounts of written material and to draw together relevant information (both written and numeric) into donor friendly proposals and reports	
Effective communicator who can build positive relationships with the team	