

## **TREE AID JOB DESCRIPTION**

### **JOB TITLE: COMMUNITY FUNDRAISING VOLUNTEER**

#### **OVERALL AIM**

To help to coordinate and administer community fundraising activities.

#### **KEY OBJECTIVES**

- Coordinate community income generation activities and maintain a high level of donor care and service.
- Coordinate community fundraising research and information management systems.
- Support and maintain volunteers (as appropriate).

**RESPONSIBLE TO:** Supporter Fundraising Officer

**RESPONSIBLE FOR:** Volunteers assisting on above key objectives.

---

Working within the parameters of Tree Aid's strategy, and with support and guidance from the Supporter Fundraising Officer and the support of volunteers, the Community Fundraising Volunteer will:

#### **1. COORDINATE COMMUNITY INCOME GENERATION ACTIVITIES AND MAINTAIN A HIGH LEVEL OF DONOR CARE AND SERVICE TO ACHIEVE AGREED INCOME TARGETS**

- 1.1 Coordinate activity across all areas of community fundraising including sponsored events, faith groups, schools, clubs and friends groups.
- 1.2 Coordinate responses to community enquiries and requests for information in good time with attention to the types of communication appropriate for the range of donors involved.
- 1.3 Provide a point of contact for support to Community groups and volunteer speakers and coordinate activity and response as appropriate.
- 1.4 Help to produce Community Fundraising content for inclusion in promotional material, including Tree Aid Updates, the web and external literature.
- 1.5 Assist with preparation of presentation materials for Community events, talks and meetings.

#### **2. PRODUCE AND COORDINATE FUNDRAISING EVENTS**

- 2.1 With support from Tree Aid's Communications, coordinate PR strategies for promotion of these events.

#### **3. COORDINATE COMMUNITY FUNDRAISING RESEARCH AND INFORMATION MANAGEMENT SYSTEMS**

- 3.1 Maintain donor files in line with procedures and legal obligations.
- 3.2 Maintain and update Community database records.

**4. ASSIST WITH THE DEVELOPMENT OF COMMUNITY FUNDRAISING BUDGET**

- 4.1 Provide monthly financial information about Community income targets, to identify any budget issues arising.

**5. PROVIDE SUPPORT AND SUPERVISION TO COMMUNITY FUNDRAISING VOLUNTEERS**

- 5.1 Assist the Corporate & Community Partnerships Officer to identify appropriate areas for volunteer support.
- 5.2 Assist the Corporate & Community Partnerships Officer with volunteer recruitment.
- 5.3 Provide coaching and support to office based Community fundraising volunteers to complete identified projects.

**6. UNDERTAKE OTHER TASKS AS AGREED WITH THE SUPPORTER FUNDRAISING OFFICER**

- 6.1 Provide occasional back up to other Fundraising department staff as appropriate.
- 6.2 This list of duties is not exhaustive. The post holder may be required to carry out other duties as directed by the Supporter Fundraising Officer, within the responsibilities of the post.

**KEY SUCCESS FACTORS**

- A high standard of donor care and service to be evident at all times with a focus on relationship building with key donors.