



TREE AID VOLUNTEER ROLE DESCRIPTION

ROLE TRUST RESEARCH ASSISTANT

PURPOSE To research Trust funding possibilities, developing donor profiles and establishing clear systems to enable appropriate targeting of applications.

REPORTING TO Trust Fundraising Officer

THE ROLE

The Trusts Research Assistant will seek to expand possibilities for future funding applications, increasing potential income and will ensure applications are timely and that funding possibilities are not overlooked through lack of information regarding deadlines.

Through the maintenance of efficient records, department output can be increased and funding strategy informed.

MAIN TASKS

- Research new Trusts and Foundations in the UK and abroad, thereby expanding possibilities for future applications;
- Maintain database records;
- Carry out research into donor trends;
- Present research findings clearly effectively and ensure the team is informed of developments as appropriate;
- Help out with other admin tasks as required e.g. filing; and
- Maintain documentation of procedures, describing work done and key aspects of the role in a step-by-step way for hand-over purposes.

This role is based in our Bristol office. We would like someone for one day per week for a minimum commitment period of 4 months please.