

Fundraising Committee Volunteer - Role Description



Position: Fundraising Committee volunteer – Donations and events

Organisation: Mae Murray Foundation

Responsible to: Board of Directors

Volunteer Co-ordinator

Operations Manager

Location: Office for planning and organising based in Willowbank Business Park, Larne.

Events will be held in different locations across N.Ireland

Hours Required: Flexible, subject to mutual agreement. We have several fundraising events throughout the year.

Aim: To help raise funds and awareness for the Mae Murray Foundation so we can continue our work in “Creating Change Together”.

Main Roles:

- Research and identify ways in which MMF can raise funds through voluntary donations, merchandising and fundraising events/activities.
- Research, set up and market giving and donation opportunities, working in close liaison with MMF’s social media and communications colleagues.
- Support and encourage people seeking to raise funds for MMF through challenges and events etc.
- Compile a library of information and network of contacts useful to MMF voluntary fundraising activities
- Share fundraising ideas and help to organise events
- Attend fundraising events if and when required

Fundraising Committee Volunteer – Criteria

Essential Criteria

- Fun ,energetic, outgoing personality
- Able to work on your own initiative as well as part of a team
- Access to own transport
- Positive demeanour and be able to recognise others to be of equal and inseparable value, regardless of physical or learning ability
- Good organisational skills
- Good research skills drawing on both online and printed sources

Desirable Criteria

- Prior voluntary fund-raising experience preferred but not essential
- Good writing skills and ability to present MMF's case to potential donors
- Experience of working in the third sector preferred but not essential
- Experience of working with people of differing abilities
- Excellent interaction skills when working with people of mixed age & ability
- Good record-keeping skills
- Experience of and working understanding of differing abilities
- Ability to collate information useful to the fundraising function
- Good personal communication skills to encourage and persuade donors and good interpersonal skills to make and keep useful relationships
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Please Note: This position is not deemed as 'regulated activity' and therefore it is not essential that you give consent for the necessary checks to be carried out with AccessNI in order to progress your application. However MMF is committed to safeguarding all those with whom it works.

Application forms will stipulate any checks required.