

Volunteer Opportunity for Home Start Babergh - Fund Raising Researcher (Part Time, approximately 2 hours a week by agreement)

Purpose

To be responsible for researching and collating research briefings for all potential donors and sponsors for Home Start Babergh. The aim is to look for and contact possible sponsors and donors, using web resources, contacts etc.

Key tasks

Fundraising research

- Conducting research into:
 - individuals
 - corporations
 - trusts and foundations
- Collate information about prospects
- Prepare briefings on potential funders for Scheme Leader and Director responsible for Funding Bids
- Scan relevant press and alert staff to prospects

Professional networks

- Keep up to date on sources of research information useful for fundraising
- Liaise with colleagues in this area and inform staff of relevant innovations

Donor profiles management

- Maintain all prospect information electronically on
- Ensure all information is properly recorded and updated

Competencies

- Strong communication skills with a particular ability to put together concise and relevant written information
- Ability to work well with others
- Proactive, showing initiative - when identifying and sourcing potential donors and communicating these to staff members

Contact

If you are interested please contact Lance or Sarah using the contact details on the web site.