

Volunteer Role Description

Fundraising Administration Assistant

What is a Fundraising Admin Assistant?

Fundraising Admin Assistants support the Development Officer with administrative tasks related to the implementation and development of the fundraising campaign, management of Fulham Palace's Friends and Patrons programmes and general fundraising administrative activities. The role involves data inputting into the CRM system, counting income from donation boxes, desk-based research, filing, preparing for events, assisting with fundraising mail outs and other administrative tasks.



<p>What's in it for you?</p>	<ul style="list-style-type: none"> • Hands on experience of working in a small fundraising and office environment • Learning, and using, fundraising and administration skills • Opportunity to support the organisation of various fundraising events • Satisfaction of raising money for the restoration of Fulham Palace • Specific database training (as and when necessary) • To be involved with a positive and engaging volunteer culture including social events, outings, forums and our volunteer portal - where volunteers are able to contribute blogs posts; join in discussions with other volunteers, sign up to sessions and access all the information you need as a volunteer online • References for people who volunteer with us regularly for more than 6 months
<p>What's Involved</p>	<ul style="list-style-type: none"> • Updating the CRM system/database with contact details, Gift Aid declarations, correspondence and financial information • Provide support for the organisation of a range of fundraising events including the annual Chairman's Summer Garden Party, Patrons Christmas Drinks, Friends Carol Concert among others • Carry out scanning & photocopying of correspondence and membership documents • Other administrative tasks including filing and assisting with mailings • Scope to assist with research of prospective trusts, fundraising initiatives and activities for our membership • This role is based on the first floor of our main building. There are toilets

	<p>on the ground floor and access to the office is up a stair case. There will always be someone available to answer any questions; however, mostly you will work independently</p>
This role will suit people who...	<ul style="list-style-type: none"> • Are keen to improve their administrative skills • Have an enthusiasm for fundraising and offering help where it is most needed • Are happy to use a computer, in particular spreadsheets and databases • Are interested to learn how to use the Palaces' CRM system and gain skills in data entry • Have an interest in drafting documents, such as letters, invitations and marketing materials • Have good written English and enjoy paying attention to detail and proof-reading • Have some experience in working in an administrative environment
Availability	<p>Flexible – Half / one day a week or two half days a week depending on availability of computers and desks</p>
Main Contact	<p>Clare Morley, Development Officer</p>
Training/recourses	<ul style="list-style-type: none"> • Full Induction including health and safety procedures, fire safety and customer service training • All new volunteers have an introduction period, this is a settling in time of around 2 months, at the end of this an appropriate person will catch up with you; this is an opportunity for both parties to reflect and make any adjustments to the role that are needed • Training to help you carry out and develop in your role
Getting to the Palace	<ul style="list-style-type: none"> • The nearest tube station in Putney Bridge • The nearest Train Station is Putney • There are several bus stops in walking distance • We reimburse travel expenses up to £8 per session
What Next?	<p>Please get in touch by completing an enquiry form, available at: http://www.fulhampalace.org/about/volunteer/</p> <p>You can also check our FAQs sheet here: http://www.fulhampalace.org/wp-content/uploads/2012/03/Volunteering-FAQs.pdf</p> <p>If you have any questions you can contact our Volunteer Enquiry Assistants by emailing volunteer@fulhampalace.org or telephoning 020 7751 2433. We look forward to hear from you.</p> <p>Potential volunteers will be invited to an informal interview to discuss the role further in person.</p>
<p>Fulham Palace values the involvement of volunteers; they enhance everything we are able to do. We are committed to offering volunteer opportunities of a high standard and welcome feedback.</p>	