

Role Description: Fundraising Admin Volunteer

Responsible to: Fundraising Manager

Time commitment: TBC

Location: Watford Wellbeing Centre

Who we are:

Hertfordshire Mind Network is a mental health organisation that promotes mental wellbeing and provides a diverse range of recovery orientated services to residents across Hertfordshire. We are the largest mental health provider in the county and provide support to over 5000 clients every year. Fundraising is a hugely important part of our work; without it we wouldn't be able to provide our services.

Purpose of role:

The main purpose of this role is to provide administrative support to the Fundraising Team. You will help us to look after fundraisers in our local community and research and approach new fundraising prospects such as companies, rotaries and schools.

Your role can be flexible depending on your skills and experience with elements including data inputting, researching prospects, updating our website or contacting existing donors to wish them luck with their events.

Main tasks:

- Researching new fundraising prospects including companies, organisations and schools.
- Making approaches to companies, organisations and schools using email and telephone.
- Phoning existing supporters to wish them good luck for their event.
- Updating our donor records.
- Implementing our administrative processes.
- Sending out fundraising materials.
- Writing press releases for fundraising events.

What we are looking for:

- An individual who is enthusiastic and willing to learn about the work of Hertfordshire Mind Network
- Able to use Word, Excel and the Internet.
- Able to communicate in a confident manner to a range of different groups.
- Able to commit to the agreed hours and provide reliable support.

What we can offer you:

- The opportunity to gain experience of working as part of a busy team.

- Full induction and on-going training, for example on fundraising best practice.
- On-going support and supervision in your role.
- Experience of working in the charity sector.
- The opportunity to learn new skills.
- Reimbursement of out of office expenses incurred while carrying out activities for Hertfordshire Mind Network for example travel, lunch etc.
- Hertfordshire Mind Network's commitment to a Health and Safety and Equal Opportunities Policy.

Next steps:

If you are interested, please complete our application form <http://www.hertfordshiremind.org/join-us/volunteering/> or contact the Marketing & Fundraising Team on **0203 727 3600**