



North Kent Mind Fundraising Volunteer

Role Description

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| Role Title: | Fundraising Volunteer |
| Role Summary: | To assist in the day-to-day support for Fundraising within North Kent Mind |
| Responsible to: | Richard Giles, Deputy CEO, Ruth Coveney, Administrator |
| Accountable to: | The Board of Directors of North Kent Mind |
| Base: | The Almshouses, Dartford |
| Application; | By submission of a CV and statement of interest to wendyheathcote@northkentmind.co.uk |

To assist with the following tasks:

Maintain a database for fundraising activities.

Maintain and develop a database of fundraisers

Support the development of Legacy giving

Follow up on fundraising leads.

Follow up on collection pots

Support the promotion of fundraising activities

Support the development of an organisational fundraising strategy.

Undertake fundraising tasks as needed or requested by Ruth Coveney or Richard Giles.

Additional Information:

Volunteers must take part in an Introductory Training Course as soon as possible at the start of their work. Additional Training opportunities will be provided by the organisation.

Volunteers are required to attend regular support sessions.

Days/hours of work: Flexible, minimum of 2 days a week