



Volunteer / Internship Fundraising Projects & Event Support

Role: Fundraising Projects & Event Support

Responsibilities: Fundraising strategy development

Reports to: The Manager

Purpose of the role: The successful candidate is responsible for preparing and developing fundraising packages & projects for future implementation and, supporting the Funding and Fundraising strategy, collaborating with other board members

Commitment: 4 hrs a week

Location: mostly online, with meetings in person in Cupar

Overview of the role:

Person interested in development of fundraising projects and activities to bring vital finances and unrestricted reserves to the charity. This role is focused on developing packs and planning future fundraising events.

Key Points

- Good Listener, Designer,
- Promote the success of the company
- Exercise independent judgement, reasonable care, skill and diligence
- Questioning and challenging with a desire for continuous improvement

General & Key Responsibilities:

- Great time management
- Developing projects on time
- Task analysis and Logistics of specific events
- Creating fundraising packs specifically for corporate sponsorship
- Other:
 - Payroll giving
 - Legacy giving
 - Crowdfunding
 - Online auctions
 - Toys swap

Skills required for this Role

- Familiar with Canva, Google Drive,
- Loves writing, and marketing and has details for design
- Perfect written and verbal English
- Good understanding of fundraising strategies
- Enthusiasm for the message and organisation's intentions
- Support aspirations and ambitions, be outward-looking and encourage high expectations.



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About you

- Shares the values, vision and mission of Nurture Steps
- Experience and/or understanding of disabilities relevant to the organisation
- Respectful, encouraging and supportive
- Excellent communication skills, Enthusiastic, has an eye for detail
- Organised, self-motivated and enjoys the fundraising process
- Driven by the charities' intentions and ethos
- Close to or in Cupar, or able to come to in-person meetings

Support

You will be introduced to staff and volunteers who can support you during this role by providing 1-1 support sessions.

Record your interest

Email: info@nurturesteps.com