

Volunteer opportunity

Role Title:	Office Volunteer (Fundraising)
Where:	War Memorials Trust offices near Victoria Station, London or Remote volunteering (on discussion)
When:	Between January to June 2016. Specific dates can be flexible and will be discussed.
Commitment:	One to two days a week.
Why we want you:	<p>War Memorials Trust works to protect and conserve all war memorials in the UK. It is a charity and as such operates an active programme of fundraising to fund its work. The funding comes from a range of sources including Charitable Trusts and Foundations, Major Donors, direct mail campaigns, legacy giving, a membership scheme and selling merchandise. We are seeking a volunteer to support these fundraising functions.</p> <ul style="list-style-type: none">- You will learn about generating income from different types of funders;- You will learn how to research prospective funders;- You will gain some experience in how to draft proposals and supplementary information to appeal to prospective funders;- You will gain experience of working in a small, friendly office environment;
What's in it for you:	<p>Reasonable travel expenses will be paid (discussed prior to starting)</p>
Requirements:	<p>The ideal volunteer for this placement will have:</p> <ul style="list-style-type: none">- An interest in fundraising;- An interest in war memorials;- A working knowledge of Microsoft Office;- The ability to work methodically and accurately with attention to detail;- The ability to work on their own initiative;- Strong written and verbal communication skills.