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: 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.

- 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: Reasonable travel expenses will be paid (discussed prior to starting)

The ideal volunteer for this placement will have:
- An interest in fundraising;
- An interest in war memorials;

Requirements:
- 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.