

# **Fundraising Admin Volunteer Task Description**

The main purpose of the role is to assist the current fundraisers raise £800,000 per year to enable Tools for Self Reliance to carry out training projects with its African partners.

In particular the tasks include:

## **Trusts fundraising**

- Research new trust prospects using the Factory Funding update and any other research avenues.
- Carry out a feasibility study into finding funding from European and American trusts and foundations.
- Look at how similar organisations are funded.

## **Church Research**

- Follow up communication with identified churches with 'Join Our Celebration' information.
- Research potential links with local churches in the Southampton area.

## **Assist with 30<sup>th</sup> Birthday and other events**

- Work with volunteers and staff in promoting and administering birthday events.
- Promote and organise and community events in the Southampton area.

## **Legacy Research**

- Carry out legacy research and develop a legacy strategy.

There may also be opportunities to help with proposal writing, developing budgets and report writing.