

CORPORATE FUNDRAISING VOLUNTEER

LINE MANAGER: Corporate Fundraiser

LOCATION: St Luke's Distribution Centre, Plympton

DESCRIPTION OF ACTIVITIES

- Preparing for corporate events.
- Data entry.
- Data cleansing.
- Creating and sending letters, including mail merge.
- Updating records with change of address etc.
- Assist the Corporate Fundraiser.
- Filling envelopes for Direct Mail programmes.
- Making phone call.

St Luke's Volunteer Services

Tel: 01752 401172 • Email: volunteer@stlukes-hospice.org.uk

www.stlukes-hospice.org.uk