

FUNDRAISING ASSISTANT VOLUNTEER

LINE MANAGER: Senior Events Fundraiser

LOCATION: St Luke's Distribution Centre, Plympton

DESCRIPTION OF ACTIVITIES

HELP OUT AT FUNDRAISING EVENTS

- Collecting money.
- Handing out literature.
- Educating people on role of the Hospice.
- Looking after guests.
- Acting as marshals and/or hosts.

ASSIST THE FUNDRAISING DEPARTMENT

- Contacting organisations/individuals (by letters, email and telephone).
- General office administration.
- Laminating posters and signage.
- Updating spreadsheets and databases.
- Researching potential support.
- Helping with Direct Mail programmes e.g. MNW, TDM.
- Making up fundraising packs.

IDEALLY WILL BE

Enthusiastic, sociable, friendly, communicative, presentable, a competent computer user.

St Luke's Volunteer Services

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

www.stlukes-hospice.org.uk