

# CORPORATE FUNDRAISING ADMINISTRATION SUPPORT

# VOLUNTEER

**Line Manager:** Nikki Keen, Corporate Fundraiser

**Location:** Based at the Distribution Centre in Plympton / home based

**In this role, your aim will be to:**

- Support the corporate fundraiser through engagement with donors
- Support in engaging with corporate supporters which will further strengthen relationships gained throughout Plymouth, helping to raise more funds for patient care
- Help the Corporate Fundraiser with keeping the database up to date, as well as day to day admin duties
- Help to thank supporters for donations through letters and email
- Make contact with supporters over telephone promoting St Luke's events and campaigns
- Collect funds raised, visiting corporate supporters to provide fundraising equipment/ leaflets, and furthering the presence of St Luke's within the workplace of supporters

**Ideally you will:**

- Enjoy interacting with people
- Have good listening and communication skills
- Be computer literate with experience of databases a benefit
- Show strong attention to detail
- Have excellent administration skills
- Be comfortable using the telephone
- Be enthusiastic, reliable and committed
- Be flexible
- Be well presented, friendly and polite
- Be prepared to work as part of a team
- Knowledge of Plymouth and its business will be beneficial
- This role will be based in our Plympton offices and shifts can be one per week, or fortnightly; this can be flexible to suit.

**St Luke's Volunteer Services**

**Tel: 01752 401172 • Email: [volunteer@stlukes-hospice.org.uk](mailto:volunteer@stlukes-hospice.org.uk)**

**[www.stlukes-hospice.org.uk/volunteering](http://www.stlukes-hospice.org.uk/volunteering)**

Reg Charity No. 280681

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**Support offered:**

Induction training and on-going supervision, expenses, and support sessions. You will be volunteering under the guidance & support of the Corporate Fundraiser whilst adhering to the core values of St Luke's Hospice Plymouth at all times.

We will provide an ID badge which we ask you to wear at all times while carrying out the role.

**To apply:**

If you are interested in finding out more about this volunteer role or would like to apply, please contact Nikki Keen our Corporate Fundraiser via email:

**[nkeen@stlukes-hospice.org.uk](mailto:nkeen@stlukes-hospice.org.uk)**