

Fundraising Volunteer Job Description – April 2023

Job Title: Fundraising Volunteer

Location: Temwa Office, Bristol

Start Date: ASAP

Duration of work: Part time 1-2 days a week (minimum 3 months duration)

About Temwa:

We are a small but impactful Bristol based International Development charity. We partner with communities in Malawi, supporting local people to end poverty and transform their own futures. We also inspire local communities in the UK to help bring about this change. *Temwa* means 'love, within a community,' in the language of Tumbuka.

Temwa draws on 19 years working with remote communities in Malawi to understand that many of the challenges faced by poor rural communities are linked and mutually reinforcing. To make a lasting change, we adopt a community driven approach and work through local structures to tackle the various causes of poverty simultaneously, not just symptoms.

We have a highly skilled team of over 25 employees in Malawi implementing this work, based out of two offices in the Northern Region. Our UK office, based in central Bristol, comprises of a small fundraising and operations team of just seven staff (most of which are part time,) and a wider family of volunteers and supporters, committed to achieving this goal.

Volunteer Role overview:

We are looking for a highly motivated and committed volunteer, with a passion for international development, to support us in delivering our fundraising strategy and meeting our 2023 income targets. This will be a varied role working across several areas of fundraising including events, corporate and trusts and grants.

Main Duties (under the direction of the Fundraising & Communications Manager and Trust and Programme Officer)

- Helping identify and research new potential donors such as Trusts and Foundations and Corporate's and making recommendations to the the team
- Assisting with approaches to smaller grant-making bodies, including sending introductory emails, drafting proposals or completing online applications
- Helping recruit and support volunteers for our events and the festivals we are fundraising at
- Supporting the team in arranging logistics for upcoming festivals and events
- Obtaining donations for auction prizes from local businesses for the Temwa Christmas party
- Ensuring all new contacts are added to the organisational database, and existing ones are kept up-to-date
- Other ad hoc admin support for the team as required

Do you have the skills we're looking for?

Essential

- Experience of working on multiple projects
- Good research skills
- Good presentation and communication skills (including on the phone)
- Experience of writing persuasive letters, emails or proposals
- Able to think laterally and produce original materials
- Excellent attention to detail
- Ability to work flexibly in a team with enthusiasm and commitment
- Interest in Temwa's aims and objectives and a passion to do something about it
- Strong IT skills; word, excel

Desirable

- Degree standard qualification or similar
- Experience of working or volunteering with NGOs or charities
- Experience of fundraising for charities
- Experience of researching and maintaining information on databases

If you'd like to apply, please send your CV and a cover letter outlining what you can bring to the role to the Fundraising and Communications Manager amanda.grimstead@temwa.org

We look forward to receiving your application!