Why me?

Job description

Donor and Fundraising Administrator volunteer

Why me? Works to transform the lives of victims of crime through facilitating access to RJ

MISSION:

1. Provide support for victims seeking RJ, going through the process of RJ and after RJ
2. Continuing to promote victim focus across all relevant agencies
3. Changing RJ policy and practice in UK by bringing RJ to attention of policy-makers and opinion-formers

Job Title: Donor and Fundraising Administrator volunteer
Salary: Volunteer position – expenses paid
Hours: 6-15 hours per week depending on availability, can work from home
Reporting to: Business development manager
Location: Can Mezzanine, 7-14 Great Dover Street, London SE1 4YR

JOB SUMMARY

Why me? currently has a group of supporters who are engaged primarily through a newsletter. The Charity wants to begin developing a deeper relationship with these supporters. The vision is to develop a number of annual events where these supporters can gain increased awareness of the work the Charity does, have a positive experience that demonstrates gratitude for their continued support.

This process will involve fundraising, which could be through ticket sales, sponsorship, donations or alternative methods. In order to realise this vision we are seeking an organised motivated volunteer Donor and Fundraising event Administrator.

We are looking for a well organised individual who enjoys a challenge and seeing their plans come to fruition. You will be part of a vibrant small team working to further the objectives of Why me?

- To facilitate a deeper relationship with donors and supporters by overseeing administration of face to face meetings.
- To contribute to developing an annual calendar of fundraising events such as dinners, sporting events, sponsored projects
- To increase the message and nature of work the charity does to increase a range of donations from one off, to regular monthly direct debit payments and legacies
- To contribute to increasing donors through administration of events which increase awareness of the work Why me? does.
- To contact potential corporate supporters who can give in kind, such as restaurant owners, gift givers
- To administer the annual donors and supporters project plan
- To explore new opportunities of raising funds for the charity through giving and active donor participation
- To be a strong team player who enjoys making a social impact
- There are opportunities to develop the role and make it your own

Donor and Fundraising event Manager volunteer post Dec 2017
Person Specification: Business Development Post Why me?

- Comfortable in working towards agreed targets with full support of Business development manager
- Commitment to work 12-24 months
- A positive outlook that is solution focussed
- Working with an expanding vibrant team who enjoy making a positive impact on community
- An experienced and determined individual who enjoys a challenge
- Good organisational and administration skills
- The ability to identify new opportunities, generate ideas and creatively solve problems
- Self motivated and is able to work well within a small team as well as lead on smaller projects
- An understanding and appreciation of charities work
- The applicant will have a DBS check

If you are interested in the role please call and ask any questions, we are keen to make the role as flexible as possible and keen to hear from interested individuals.

For more information or an informal chat please contact

Iain McNicol

lain.mcnicol@why-me.org
Victims for Restorative Justice
Business Development Manager
Mobile: 07557 507408 | Twitter: @WhymeUK | Website: www.why-me.org