



Role title: Fundraising Prospect Research & Bid Writer Volunteer

Suggested commitment: 1 day per week (Monday - Thursday 9.30am - 4.00pm)
Minimum 6 month commitment

Accountable to: Fundraising Officers

(This person will be your main point of contact while volunteering for Kidscape. They will provide you with the support and supervision necessary for you to perform your role.)

Role summary

The Fundraising Prospect Research & Bid Writer Volunteer role is a key part to the successful delivery of Kidscape's fundraising strategy from 2019-2022. You will work primarily with other members of the Fundraising Team (comprising of 2 Fundraising Officers and the CEO) but will be expected to work closely with all other project and operational staff.

You will be fully supported and guided by the Fundraising Officers, but will be expected to develop and carry out projects independently and take responsibility for their successful completion.

Main duties and responsibilities

- Achieve agreed targets through researching prospective Trusts, Foundations, corporate organisations and High Net Worth (HNW) individuals and identifying for suitability to approach for funding
- Write relevant, accurate and specific fundraising proposals
- Maintain accurate and up-to-date records on both the Pipeline and on Salesforce CRM system - i.e. record all information pertaining to donations/proposals
- Carry out relevant administrative tasks relating to the role (including donor support and stewardship) using the Salesforce CRM system.
- Contribute to providing a positive, supportive and caring working environment
- To promote and participate in other activities which will increase public awareness of Kidscape, where appropriate.
- To establish and maintain effective working relationships with groups, organisations and agencies with a potential interest in Kidscape.
- To undertake duties which are consistent with the overall responsibilities of the post, and in keeping with the development of Kidscape's mission

The volunteer

Essential skills

- Be committed to supporting children and young people and reducing bullying
- Previous experience in a prospect research/bid writing role (preferably within a fundraising environment)
- Strong research skills

- Excellent written and oral communication skills and the ability to adapt tone to suit different audiences
- Well organised and excellent attention to detail
- IT literate (Word, Excel, Powerpoint and Publisher)
- Ability to work independently and as part of a team, to use initiative and to meet strict deadlines
- Eligible to work in the UK with no restrictions
- Supportive team player
- Enthusiastic, positive and proactive

Desirable skills

- Experience of using databases - specifically Salesforce

What we provide

Kidscape volunteers can expect:

- A detailed induction and appropriate training to fulfil the role
- To develop skills in the administration of a fundraising team/environment
- Regular reviews and feedback
- Expenses reimbursed - this includes up to £12 per day for travel and £5 per day for lunch. (N.B. - all expenses paid directly into your bank via BACS)