



## **Mind (National Association for Mental Health)**

### **Partnerships (Fundraising)**

#### **Volunteering role description**

<b>Team:</b>	Philanthropy (Major Giving) Team
<b>Opportunity:</b>	Philanthropy Team Volunteer
<b>Responsible to:</b>	Philanthropy Officer
<b>Hours:</b>	Flexible, up to 2-3 days per week (for 3 months)
<b>Located at:</b>	Stratford, London

#### **About the volunteering opportunity**

This is an ideal opportunity for someone wishing to gain valuable major gifts, events and research experience in a dynamic national charity, supporting the day to day work of the philanthropy team.

This exciting opportunity is within our partnerships team at Mind, where you would be working collaboratively with the Philanthropy Officers and Special Events Officer to assist in supporting Major Donor Account handlers with the relationship building and stewardship of high net worth individuals. We view a high net worth individual as someone whose giving exceeds £3,000 a year, or has the capacity to significantly fund a Mind project. High net worth individuals play a vital role in furthering the reach and scope of the Minds charitable activities. The role may also involve supporting on the exciting programme of special events within the organisation.

The role requires excellent communication, administration and project management skills.

We welcome interest from those individuals who have direct or indirect experience of a mental health problem, who will gain support and understanding, with the opportunity to build confidence, skills and experience from Mind.

The role is flexible and we are looking for someone who can volunteer from our Stratford office, ideally for up to 3 days per week, for 3 months. Although the post is unpaid, we can offer reimbursement of reasonable travel up to £15.00 per day and lunch expenses up to £5 per day.

Mind is committed to equality of opportunity for all staff, and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

### **How to apply**

Send CV and cover letter to the Volunteering team, [volunteering@mind.org.uk](mailto:volunteering@mind.org.uk) explaining why you are interested to volunteer for Mind and in this role. Please also state your availability and how soon you could start volunteering.

### **Areas you will gain experience in**

In this role you will be working alongside and learning from a team of experienced fundraisers, Event planners and researchers. You will be able to gain insight in to the world of Major Giving.

1. Supporting team members with new donor approaches and account management (e.g. reviewing proposals and updating research reports for major donors)
2. Providing administrative support to the Philanthropy (Major Giving) Team
3. Researching and writing top line blurbs on guests for events.
4. Supporting team members with event coordination (e.g. preparing invitations, collating gifts for goody bags, creating name tags, etc.)
5. When required, attending events and assisting with logistics, event volunteer management, etc. (optional if after volunteering hours)
6. Creating letters and communication materials, and help with the sending of these communications using mail merge
7. Assisting with record keeping; reviewing and maintaining the accuracy of research; updating the database (Microsoft dynamics) as directed.
8. Supporting with data analysis using Microsoft Excel and Dynamics reporting.

### **General expectations**

You will be expected to:

1. Maintain an appropriate level of confidentiality at all times, to ensure the security of sensitive data and financial security.
2. Be committed to delivering a high level of customer service
3. Prepare thoroughly for Volunteer Check in's
4. You may be asked to undertake other tasks that may, from time to time, be necessary and compatible with the nature of this opportunity such as attending events, from time to time, travel in and around London
5. Be accountable to your peers in the Philanthropy team and your wider working colleagues in working collaboratively
6. Adhere to GDPR and Mind's data regulations to ensure information, confidential or otherwise, is handled in an appropriate manner.
7. To uphold and promote Mind's policies and core values ensuring that their intention and spirit is followed throughout the Partnerships Fundraising team.
8. Knowledge and understanding of mental health problems through direct or indirect experience.

### **Partnerships Volunteer Skills and Experience**

1. An interest in fundraising, research and events.
2. Organisational skills
3. Proven research and writing skills (shortlisted candidates will be asked to perform two short written tasks)
4. Excellent IT skills – MS Office, Word, Excel, PowerPoint, e-mail, Internet, and Outlook.
5. Numerical and analytical skills
6. Competence with Microsoft excel

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7. Flexibility and the ability to prioritise workload
8. Fluent written & spoken English
9. Ambitious to learn with a curiosity and appetite for development.
10. Strong communication skills (both oral and written) and customer service skills
11. Attention to detail and good work presentation in all aspects of associated administration.

### **Skills you may be looking to improve**

1. Experience of fundraising
2. Experience of office work
3. An appreciation of the challenges involved in caring for donors
4. Experience of working in the charity sector in a paid or voluntary capacity
5. Experience of event coordination