

VOLUNTEER ROLE PROFILE

PROSPECT RESEARCH AND FUNDRAISING VOLUNTEER

TEAM: *Fundraising Department*

ROLE: *Prospect Research and Fundraising Volunteer*

ROLE SUPERVISOR: *Hannah Smith, Fundraising & Grants Manager*

LOCATION: *Leeds Castle, Broomfield, Maidstone ME17 1PL or Home-based*

PURPOSE OF ROLE

Want to use your skills to help protect and preserve our magnificent castle for current and future generations? Join the fundraising team and support us to achieve our ambitious plans to develop strong partnerships.

You will be part of the fundraising department, where you will support us in raising vital funds to protect the castle and its estate. We are right at the start of our fundraising journey and you could be part of building something from the ground up.

Your research and administrative support and valued contributions will be vital to our work, enabling us to maximise our time to raise more vital funds.

If you are enthusiastic and looking to build your skills and experience in the culture and heritage sector, then this could be the role for you. We are committed to supporting your personal development goals and will be happy to discuss opportunities at interview.

KEY TASKS

- *Support the Fundraising & Grants Manager with research, including profiles on trusts and foundations and companies*
- *Support with network mapping to identify potential opportunities for warm introductions to new donors*
- *Proactively search subscription databases to identify funding opportunities*
- *Support the Fundraising & Grants Manager in growing our pipeline*
- *General administration tasks including assisting the wider marketing and events team with adhoc tasks*

KEY REQUIREMENTS

ESSENTIAL

- *Commitment to the Leeds Castle Foundation and its aims and objectives*
- *Passion for culture & heritage*
- *Strong communication skills, creativity and attention to detail*
- *Ability to self-motivate and able to work independently*
- *Experience in using Microsoft Office and Strong Excel skills*
- *Enthusiastic individual with flexible, 'can-do' attitude*

- *Interest in learning about research within a fundraising context*
- *Commitment to confidentiality and an interest in learning about Data Protection and GDPR compliance*

TIME COMMITMENT:

- *Minimum commitment of one day per week for the hours of 9am – 4pm where possible*

BENEFITS:

- *Opportunity to support the fundraising of the Leeds Castle Foundation*
- *Volunteer recognition programs and events*
- *Chance to learn more about fundraising and the process behind raising funds*

TRAINING:

- *Volunteers will receive an induction and on-the-job training covering all necessary tasks and safety procedures.*

APPLICATION PROCESS:

Interested individuals should complete a volunteer application form available in the following ways:

- *Complete the application form on the website*
- *Contact Volunteering@Leeds-Castle.co.uk for an application form*
- *Contact our Training Coordinator on 01622 767873*

Applicants will be required to provide a covering letter detailing how they meet the requirements set out within the role profile.