

09/09/2021

Volunteer Fundraising Officer



Job Specification

Job title: Volunteer Fundraising Officer

Reports to: Projects Lead

Hours: 15 hours per week

Location: Remote working

Salary: Pro bono support (expenses covered)

About the organisation

Here at WODIN we recognise that unpaid labour esp.in the non-profit sector is compromising lives. This needs to change.

A few admin tasks here, holding a Zoom meeting there, making multiple calls a day may sound like simple tasks, yet for many women esp. BME, it poses a significant obstacle to their wellbeing and livelihood.

Our mission is to empower women by bridging the digital gap for them to improve their digital capability and social inclusion for black African women, so that they can take charge of their lives. We provide displaced and low-income black minoritised communities with accessible digital resources and other services for a better, more balanced life.

People are at the heart of everything we do and listening to communities is integral to our work and design process.

What we are looking for

We are looking for passionate, dynamic people who are keen to develop their skills in the humanitarian non-profit sector and have a positive impact on people's lives. You would be part of a collaborative, growing enthusiastic, international team.

You will need to work with initiative and momentum whilst maintaining a sensitivity to the various and diverse contexts your work will involve.

Role Summary

As volunteer fundraising officer, you will work with the wider fundraising team to secure income through a wide variety of channels, supporting WODIN to deliver its mission.

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You will identify potential funding opportunities and write and submit grant proposals for long-term organisational sustainability.

Experience of online researching and writing grant applications for funding would be advantageous, but not essential as training will be provided.

Main Responsibilities:

- Maintain grant management system: keep fundraising log updated with future opportunities and status of current applications
- Identify and gather information regarding potential funding opportunities
- Write effective fundraising applications. Proposals should persuasively communicate the organisation's mission and programs to potential funders.
- Coordinate with colleagues in the fundraising team to compile the information required for developing applications.
- Support the Projects Lead and other fundraising team members to prepare for meetings with funders.
- Benchmarking other social enterprises to see if TWMP can bring in common practices to fundraising
- Plus, other duties as required by the Organisation

Key skills and competencies

- Strong written communication skills for application writing
 - Good ability to analyse, interpret and communicate data and financial information
 - Excellent research skills
 - Ability to manage multiple activities and work to agreed deadlines
 - Professional, enthusiastic and self-motivated
 - Flexible and proactive approach
 - Organised and demonstrates a high level of attention to detail
 - Ability to work collaboratively with others
 - Very good telephone manner
 - Committed to and respect for WODIN's values
 - Active interest in international development, Immigration and Women issues
 - Experience of writing Grant Applications for Charitable Organisations would be an advantage
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