



Abortion Support Network – Volunteer role description

<i>Role / Title</i>	Community Fundraising Coordinator (Events)
<i>Line Manager</i>	ASN Fundraising Manager
<i>Team</i>	Fundraising (Community)
<i>Location (if applicable)</i>	Any - from home. Some attendance at events desirable.
<i>No. of vols in post</i>	2 (1 currently who is leaving, would like to recruit 2 new)

<i>Planned interview date(s)</i>	Late October/early November
<i>Desired start date</i>	18 November (fundraising team strategy day)
<i>Time commitment</i>	Variable – 1-4 hours/week
<i>Duration of post</i>	Ongoing – minimum 12 month commitment desired

Duties / brief role description

Community Fundraising Coordinator (Events) -

This person supports all the awesome people who are raising money for ASN through events and initiatives of their own, like quizzes, exhibitions, publications, parties, and other unique and wonderful things.

You will be the point of contact for these fundraisers, giving them info about ASN's mission and impact, supporting them and helping them to develop their ideas, and attending events where possible. You will be working in your own time, mostly contacting the rest of the ASN team by email and Skype, since we are a network of volunteers.

- Keep the events spreadsheet up to date and provide monthly updates about upcoming and past events to feature in ASN newsletter
- Co-ordinate with social media, fundraising and finance volunteers to ensure we are tracking the marketing needs of our fundraisers and the amount they raise for us
- Update and maintain online resources available for fundraisers: our handbook and other resources as necessary
- Pro-active contact with supporters who have previously fundraised for us or indicated an interest in doing so
- Lead or assist with ASN-driven events, e.g Workers Beer, or other events we take on.

Essential skills/knowledge/experience

ABORTION SUPPORT NETWORK

- Experience of donor care or working in a customer service role
- Excellent written and verbal communication skills, in particular email and telephone skills
- Experience with MS Office, especially Excel
- Ability to work well on your own initiative and self-motivate
- Interest in fundraising
- Passionately pro-choice

Desirable skills/knowledge/experience

- Experience in a fundraising support role
- Experience raising money for a charity yourself
- Experience of working with a team
- Knowledge of giving platforms, such as JustGiving
- Understanding of current affairs around abortion rights in the UK and Ireland

***Please e-mail your completed form to volunteer@asn.org.uk by 14 October 2018.
Thank you!***