



Abortion Support Network – Volunteer role description

<i>Role / Title</i>	Community Fundraising Coordinator
<i>Line Manager</i>	Head of Fundraising and Communications
<i>Team</i>	Fundraising (Community)
<i>Location (if applicable)</i>	Home-based. Some attendance at events desirable but not essential.
<i>No. of vols in post</i>	4, and we would like to recruit 2 more to join the team

<i>Desired start date</i>	ASAP
<i>Time commitment</i>	Variable – 1- 4 hours/week
<i>Duration of post</i>	Ongoing, ideally at least a 12-month commitment

<i>Duties / brief role description</i>
<p>ASN has tonnes of pro-choice superheroes who support us in many different ways, one of which is through community fundraising. Community fundraising is fundraising that is carried out by a supporter or volunteer with the support of ASN, including things like 10ks, bake sales, volunteering at festivals, organising and hosting events, etc, and the funds raised go towards supporting ASN's work.</p> <p>Our community fundraising activity dropped slightly in 2020, but we are ready to refresh and renew our activity in this area to support our organisational fundraising goals. In the past we have been supported by amazing community fundraisers who have come up with all sorts of creative ways to raise money for ASN – because pro-choice people are awesome. We currently have four volunteers in post, and we'd like two more people to join the team.</p> <p>You will be the point of contact for ASN's volunteer fundraisers, delivering our stewardship programme, supporting and encouraging them. You will provide 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 text, with occasional meetings in-person if you are in London.</p> <p>Tasks include:</p> <ul style="list-style-type: none"> - Monitoring the community fundraising inbox, responding to queries and questions and providing support - Monitoring fundraising sites such as JustGiving to identify people who are fundraising for ASN - Keeping the events spreadsheet up to date and provide monthly updates about upcoming and past events to feature in ASN newsletter

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- Co-ordinating 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
- Providing resources and/or merch where relevant (e.g. thank you cards, running t-shirts etc), keeping track of stock and posting out to volunteers
- Updating and maintaining online resources available for fundraisers: our fundraising guide and other resources as necessary
- Making pro-active contact with supporters who have previously fundraised for us or indicated an interest in doing so
- Lead or assist with ASN-driven and co-hosted events.

Essential skills/knowledge/experience

- Experience in a customer- or client-facing/donor care role
- Excellent written and verbal communication skills, in particular email and telephone skills
- Experience with MS Office, especially Outlook and 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 fundraising platforms, such as Justgiving
- Experience in a social media or communications role (paid or voluntary)
- Understanding of current affairs around abortion rights

***Please e-mail your completed form to volunteer@asn.org.uk by Sunday 9 January.
Thank you!***