

## ADSS Community Fundraising Volunteer

**Position:** Volunteer Community Fundraiser

**Reports To:** Community Fundraiser

**Location:** To provide ad hoc (pre-arranged) support to the Community Fundraiser across Gravesham, Dartford and Swanley

**Hours:** Av 2-3 hours per week /fortnight

### **Purpose of the Role:**

The Volunteer Community Fundraiser will play a key role in supporting ADSS's fundraising efforts by engaging with the local community, raising awareness, and supporting fundraising activities to support our mission. This role offers an opportunity to make a meaningful impact in the community, gain experience in fundraising, and build strong connections with individuals who are passionate about making a difference.

### **Key Responsibilities:**

- **Community Engagement:** Actively engage with individuals, businesses, and groups within the community to raise awareness about the organization's work and fundraising needs by attending meetings, delivering presentations and hosting awareness stands.
- **Donation Solicitation:** Help solicit monetary donations, in-kind gifts, and event sponsorships from community members, businesses, and other stakeholders.
- **Promotional Outreach:** Distribute promotional materials, represent the organisation at local events, and engage in community networking to raise awareness about ongoing and upcoming campaigns.
- **Team Collaboration:** Work closely with other volunteers, staff, and community partners to achieve fundraising goals and ensure that events and campaigns run smoothly.

### **Skills and Qualifications:**

- Passion for the mission of ADSS and a desire to make a difference in the community.
- Excellent communication and interpersonal skills, with the ability to build relationships and engage with diverse groups of people.
- Strong organizational skills and attention to detail.
- Ability to work independently and as part of a team.
- Previous experience in fundraising or event planning is a plus, but not required.
- Enthusiasm, creativity, and a positive attitude.
- Willingness to work flexible hours, including evenings or weekends, depending on event schedules.

### **Benefits:**

- Opportunity to make a tangible impact in the local community.
- Gain experience in fundraising, event planning, and community outreach.

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- Build valuable skills and enhance your CV.
- Be part of a passionate values driven team working toward a common cause.
- Access to training and development opportunities related to fundraising and nonprofit work.

### **Training and Support:**

- You will be required to attend the Volunteer Induction training and participate in further training and/or networking events which may be offered.
- You will be required to attend service visits to understand the support we provide.
- Ongoing support and supervision will be given by the Community Fundraiser either in person or via telephone or online.
- Regular reviews will take place and an opportunity given for peer support through networking events with other Befrienders
- Regular newsletters, updates and news
- Reimbursement of out of pocket expenses such as mileage or public transport costs.

### **Any other requirements:**

We will require two references and **also DBS checks**. Further details will be discussed with you at recruitment