



National Benevolent Fund for the Aged

Role Description for Fundraising and Administrative Volunteer

Volunteer Opportunity:	Fundraising and Administrative Volunteer
Reporting to:	Chief Executive but may be delegated to the Fundraising and Events Officer
Based at:	National Office, 32 Buckingham Palace Road, London, SW1W 0RE
Key Purpose of role	Help NBFA develop their community fundraising programme by providing some administrative support to our Fundraising and Events Officer

NBFA has taken on an ambitious fundraising strategy and is organising both national and regional events as we prepare for our 50th anniversary. NBFA has opportunities for volunteers to support our Fundraising and Events Officer. Ideally, volunteers would have some experience of fundraising or planning and managing events, but enthusiasm and a willingness to learn are more important. A good telephone manner is important as is a knowledge of Microsoft Word/Excel and email/internet.

Training on our database and in office administration procedures will be provided.

Time and availability of the volunteer support can be discussed and agreed – this post can be transferred to an internship.

NBFA has a volunteers policy which includes expenses for travel and for lunch.

Tasks will include

- Assisting the Fundraising and Events Officer in marketing fundraising events.

- Keeping records of and sending out tickets/invitations to events and registration packs as required for fundraising events
- Recording and updating responses on our database
- Administering the NBFA collection boxes
- Writing 'thank you' letters
- Responding to requests for information about NBFA services