



Volunteer Funding Research Assistant

Role purpose

Provide support to the Business Development Manager in maintaining and developing awareness of CAWS in the local community and achieving the aims of raising funds to support our clients and improve policies and practices.

Main Duties and Responsibilities

- To research, record funding opportunities from Trusts, Community Foundations and develop links with local organisations/corporates, Universities, local groups and churches
- To highlighting opportunities that match our charitable objectives and give us opportunities to extend our service to clients (e.g. new projects locally or nationwide)
- To develop fundraising knowledge and opportunities over a county footprint of West Sussex and participate in fundraising opportunities whilst building on our positive reputation
- To assist in the development, management of fundraising database and with data evidence finding for successful bid writing
- To help bring creative ideas to how to present our funders with our bids in a competitive environment
- To develop fundraising support (e.g. training manuals, fundraising packs and Materials)
- To help update records and administrative duties as and when required

Personal Skills and Qualities

Specific qualifications is not required to train for the role.

You need:

- Previous experience of successful bid writing and fundraising is desirable.
- Experience of writing for external audiences is essential.
- Need to have good IT skills and experience using Microsoft Office.
- To have high level of literacy and numeracy skills.
- Ability to research and organisational skills to meet deadlines.
- Good communication skills to maintain liaison with Managers, other staff members and volunteers across the organisation on the phone, via e mail and in digital meetings.
- Understanding of the Voluntary section.

Other Information

You will be working from home , supported by the Business Development Manager over digital channels. You will need your own IT equipment and access to Wi-Fi. We provide digital training and ask you to be pro-active when elements of these are self learning.

We ask our Volunteer Fundraising research Assistant to volunteer for at least 1 day a week, this can be split.

We pride ourselves on having a diverse workforce and welcome all applications from people with all range of abilities for the skills that they bring.

If you are interested please email Volunteer@westsussexcab.org.uk

For more information about our roles and application process. Alternatively you can apply via our website: <https://www.advicewestsussex.org.uk/volunteering/>