

## **VOLUNTEERING AND EVENTS MANAGEMENT**

An exciting opportunity has arisen for a seasoned freelancer to promote volunteering and event administration services for a small charity to develop fundraising programs to meet our financial goals.

We are looking for a highly organised, motivated, persuasive, result oriented and innovative values driven individual who believes in the mission of the charity and has exceptional drive for implementing volunteering initiatives in collaboration with corporate organisations.

### **Expected Deliverables:**

- A volunteering strategy for individual and corporate sponsors for revenue generation
- Implementation of a substantial set of activities stated in the strategy
- Recruitment, proactive engagement and steward volunteers in line with agreed strategy.
- Proactive engagement with individuals, corporations, and foundations that are potential sponsors.
- Lead volunteer led fundraising programmes to increase income and encourage participation in events.
- Deliver a series of planned communications to event participants, providing updates and fundraising ideas to build relations and increase income.
- A repository of targeted partners /organisations suited to the need of our charity
- Successful execution of fundraising campaigns
- Establish performance reports to ensure clear visibility of the efforts taken to reach the fundraising goals

**Location:** Remote

**Contract:** Fixed term contract with flexible working hours during the week (Up to 4 days a month)

**Compensation:** Market rate of £140 per day

If interested in offering the services above, kindly send your CV and a supporting statement illustrating how you intend to deliver the expected deliverable to [info@heritageoutreach.org](mailto:info@heritageoutreach.org)