

Fundraising Assistant Volunteer

At St Mungo's we provide a bed and support to 3,150 people a night. We provide Bristol's outreach service, as well as operating over 20 other homelessness services across the city. In addition to outreach and accommodation, we also provide a range of recovery services, such as running activities, skills and employment training, and tenancy support, to help people at every stage of their recovery from homelessness. At the heart of all of our services is our commitment to empowering individuals, to support people in their recovery journey and to prevent homelessness in the future.

You will be volunteering in our Fundraising team, who are responsible for raising income to fund our services.

You will be based in the Events, Community and Regional (ECR) team, specifically aiding the Fundraiser based in Bristol. The winter is a busy period for the team and you will be providing support to ensure we give our supporters an outstanding experience and maximise winter income.

What will I be doing?

You will be play a key role in supporting the ECR team to hit winter fundraising goals and ensuring our supporters receive great stewardship.

This is a good opportunity for someone who is interested in or wants to start a career in fundraising. The placement will give you experience in key elements of a fundraising role, such as building and managing a campaign, stewardship and using Raiser's Edge database.

You will gain insight into two different types of fundraising: both community and corporate. You will gain valuable experience of liaising with a range of supporter groups, including faith groups, schools, and local businesses.

Below are typical tasks you'll support with. Winter is a busy time for the team so flexibility is a must.

- Administrative support; this could include responding to email from supporters; monitoring online fundraising pages; sending out e-Christmas cards; sending stewardship mailings; managing Gift in Kind queries.
- Posting event and fundraising packs to supporters
- Gathering case studies for the team. This will include interviewing supporters by email, phone or Zoom, writing short case studies and sourcing photos.
- Creating and updating records on fundraising database Raiser's Edge
- Attending community events and talks with the Bristol fundraiser.
- Specific project work that may arise throughout the placement.

Where/ When will I be volunteering?

The placement will run from approximately mid-November to mid-January. Due to COVID-19 restrictions, the role will be predominantly home-based and virtual, but with some attendance at events in and around the city (mostly bucket collections).

The role will be 2-3 days a week, 10.30-4.30. We are flexible on days but would prefer you to volunteer on a Monday so you can join our weekly team meetings.

Do I need to have specific skills?



- A Good written and verbal communication skills with a friendly manner.
- Good IT skills. Experience of using a database is a plus but not essential
- Strong interpersonal skills. Ability to interact with supporters in-person, by phone and email.
- Keen, enthusiastic and willing to learn.
- Proactive and self-motivated – the role will mainly be carried out independently from home.
- Understanding of the causes of homelessness and its impact.
- Desirable: Interested in a career in fundraising or the third sector
- Genuine interest in and commitment to St Mungo's work and client group
- An understanding of and commitment to diversity & equality

What support will I receive in return?

- Our core volunteer training as well as access to further learning and development opportunities from our specialised Volunteer Services team.
- A role induction and role-specific training as well as regular support from your volunteer supervisor.
- Reimbursed volunteering expenses.
- New skills and experience within the largest homelessness services provider - both extremely valuable if you seek paid employment in the sector.
- Opportunity to work in partnership with our communications team on larger projects
- Professional references after 3 months volunteering.
- Access to our Volunteer Development Pathway
- A dedicated volunteer services team to support your volunteering.

How can I apply?

Complete our online application form. Or, contact us at volunteer@mungos.org or on 0203 856 6160