

Fundraising & Marketing Intern

Overview

The Pituitary Foundation is the leading charity in the UK dedicated to supporting pituitary patients. We provide support to people affected by disorders of the pituitary gland which can include: Acromegaly, Diabetes Insipidus, Prolactinoma, Cushing's and Hypopituitarism. We run local support groups around the UK, offer an Information & Support Helpline, an award-winning Endocrine Nurse Helpline, Telephone Buddy system and provide information booklets. We are pleased to offer this exciting volunteer placement opportunity that will allow the correct person to gain invaluable experience supporting a busy fundraising function.

Main objectives

To support the Fundraising & Marketing department with a variety of tasks across areas such as fundraising, marketing, awareness building, office administration, event planning and preparation. This is an ideal opportunity for anyone looking for experience working within a fundraising team or indeed anyone seeking to gain experience in the voluntary sector.

Duration: 3-6 months with possibility for extension

Number of hours per week: 1 session per week, 3-7 hours depending on availability

Work location: The Pituitary Foundation National Support Office, 86 Colston Street, Bristol, BS1 5BB. (Reasonable travel expenses can be reimbursed).

Responsible to: Head of Fundraising/Senior Foundation Administrator

Closing Date: Mon 30th Sept at midday (*Please note: applications will be reviewed as they come in and we reserve the right to close applications earlier if a suitable candidate is found*)

Main duties

The placement will be varied and will cover several different activities. Tasks may include but are not limited to the following:

- Sending out fundraising packs and awareness materials.
- Inputting and sending out publication and merchandise orders.
- Entering data into our in-house CRM database, Subscriber.
- Preparing fundraising and publication packs.
- Assisting with direct mailings e.g. appeal letters and raffle tickets.
- Sending thank you letters/emails.
- Assisting with trust fundraising e.g. researching and writing applications.
- Tracking Just Giving donations.
- Assisting with organisation of small-scale and seasonal fundraising events.
- Maintain regular 'Fundraiser of the Week' feature on social media.
- Contributing to promotional fundraising emails using Mail Chimp.
- Apply for collections at supermarkets.

Please note that this is not an exhaustive list of tasks

N.B. Support and instruction will be given for all tasks and you will receive full supervision. The role will involve admin duties such as envelope stuffing and mailing out orders as this is an essential part of our fundraising function, however, we will always aim to break these tasks up with plenty of other activities (as above) that will allow you to develop and gain experience that will aid you in pursuing a career in fundraising and the charity sector.

Personal qualities and criteria

- To be able to work under own initiative, instruction from others and as part of a team.
- Ability to use computer programmes such as Outlook, Publisher, Word and Excel.
- Excellent communication and writing skills.
- Good organisation skills and attention to detail.
- Confident and polite telephone manner.
- Preference will be given to applicants who are studying a course/degree in a related discipline or those who can demonstrate a desire in pursuing a career in fundraising within the charity sector.
- A commitment to the work of The Pituitary Foundation and understanding of the charity's aims and our policies. Understanding and signing the policies and code of conduct on volunteering for The Foundation.

How to apply

Please visit our website to download an Application Form: <https://pituitary.org.uk/about-us/vacancies>. Please send your completed form, along with a copy of your CV, to miranda@pituitary.org.uk.

If you have any questions about this vacancy, please feel free to contact Miranda Payne, Senior Foundation Administrator on miranda@pituitary.org.uk or 0117 370 1312.

Here's what one former intern had to say about her experience:

"I really enjoyed coming into the office to volunteer during my third year of uni. It was an ideal opportunity to develop my skills and help an important cause at the same time, while also having a break from university life and doing something different for a few hours. The staff were always very friendly and I looked forward to coming into the office each week."

I helped out with a wide variety of tasks including sending fundraising packs, writing emails on MailChimp, sending out Christmas orders, helping to prepare materials for the upcoming conference and much more. I gained many valuable administration skills that enhanced my CV and also had the chance to try my hand at a few different things so I got an idea of what kind of work I enjoyed.

Shortly after I graduated, a job came up at The Foundation and I was lucky enough to be offered it. I have now been working for The Foundation for just over a year and have recently been given a promotion. While this of course is not guaranteed to be the case for any intern, it does demonstrate that this experience gives you a great opportunity to develop your skills and prepare you for the world of work."

Miranda Payne, Fundraising and Marketing Intern 2017 (now Senior Foundation Administrator)