

SIVA Trust Volunteer-Fundraising JD

Reporting to: Director, SIVA Trust

Time commitment: Flexible. You can give as much or as little time as you want to

Role summary

Fundraising volunteer play a key role in aiding to ensure SIVA Trust to raise funds for its various project activities. As a volunteer fundraiser you will be working with leadership of SIVA Trust to organise various fundraising events and coordinate communication for continued success. The role is flexible to suit volunteer's commitments and interests.

Description

Fundraising volunteer will assist with fundraising, donor stewardship and event planning activities. The volunteer will directly contribute to increasing SIVA Trust's mission to empower rural children and young women by increasing organizational resources supporting its various programs. The role will involve attending and supporting our fundraising events, organising your own fundraising events and encouraging others to fundraise or volunteer for us. All appropriate materials to support your role will be supplied by us with ideas for raising money and all the information you need to know. The Fundraising Manager will be available to give you continuous support, advice and guidance.

Responsibilities

- Organize activities to raise funds or otherwise solicit and gather monetary donations or other gifts for SIVA Trust and its various activities.
- Design and produce promotional materials such as posters, website content, or newsletters to promote, market, or advertise fundraising events, so as to raise awareness of the organization's work, goals, and financial needs.
- Prepare materials for charitable events, such as fundraising envelopes, bid sheets, or gift bags.
- Compile or develop materials to submit to granting or other funding organizations.
- Develop corporate fundraising programs, such as employer gift-matching.
- Monitor progress of fundraising drives.
- Develop and maintain media contact lists.
- Create or update donor databases; Identify and build relationships with potential donors.
- Attend community events, meetings, or conferences to promote organizational goals or solicit donations or sponsorships.
- Contact corporate representatives, government officials, or community leaders to increase awareness of organizational causes, activities, or needs.
- Write speeches, press releases, or other promotional materials to increase awareness of the causes, missions, or goals of organizations seeking funds.

- Write and send letters of thanks to donors; and write reports or prepare presentations to communicate fundraising program data.

Qualifications

- Ability to build strong relationships with new people and organizations
- Detail-oriented with excellent time management skills
- Strong interpersonal skills
- Works well independently and as part of a team
- Knowledge of Microsoft Office suite of programs, including Word, Excel and Outlook
- A professional, friendly and outgoing manner
- Ability to work on own initiative
- Fundraising and/or event planning experience preferred
- Commitment to work within fundraising guidelines and policies

Time Period

This position requires a minimum 2 month commitment for 1-2 days per week during regular office hours (Monday to Friday from 9:00 am to 5:00 pm), for an average of 8-10 hours per week.

Benefits and recognition

This position provides valuable experience for fundraising management and event planning for the volunteer. Further the volunteer will also gain following benefits:

- Opportunities to meet new people in your community
- Opportunity to develop self-confidence, PR, marketing and fundraising skills
- The satisfaction of knowing you will be making a difference to the lives of rural communities
- Learn new transferable skills to improve CV

About SIVA Trust

SIVA Trust is a non-government social development organisation working for the poor and underprivileged communities. The organisation is concentrating in developmental activities towards the rural and semi urban people for their socio economic, health and education status improvement in Tirunelveli district of Tamil Nadu in India since its inception through its various development programmes. From the year 2017, it has taken up a project for the land rights and agricultural development of the hill tribes throughout Tamil Nadu, with Project Office at Coimbatore.

Interested candidates are requested to submit their resumes to SIVA Trust at sivatrust.tpuram@gmail.com.