

## **MDUK Fundraising Research and Mailings Volunteer role description**

We understand that a diagnosis of muscular dystrophy changes everything. Every day Muscular Dystrophy UK is urgently searching for treatments and cures to improve lives today and transform those for future generations.

### **How you will make a difference**

Getting a good understanding of the communities we are working in is a vital part to raising both funds and awareness for the charity and we simply can't have the reach we need without volunteers.

### **Role title: Fundraising Research and Mailings Volunteer**

**Location:** Office based/remote

**Department:** Regional Development

**Frequency:** 1 day a week

**Minimum period:** 3 months

**Maximum period:** 2 years (can be extended)

### **Summary of role**

#### **What you'll get out of the role:**

- Meeting new people in your community and working as part of our skilled and friendly fundraising team
- The opportunity to develop new and existing skills in fundraising, management, organizational skills and communication
- A flexible volunteering opportunity that you can fit around your lifestyle
- Relevant training by MDUK
- Training on Raisers Edge data base

#### **What you'll be doing:**

As a Fundraising Research and Mailings volunteer you will support local fundraising by undertaking research projects as required by your Regional Development Manager.

Specific tasks may include;

- Researching potential targets for fundraising campaigns (e.g. lists of schools, voluntary groups, sports clubs, leisure centres etc)
- Building databases of contacts and keeping them up-to-date
- Writing letters/invitations to inform contacts of events or charity

- Undertaking posting out mailings of letters to contacts – this includes, printing, stamping and posting
- Providing your Regional Development Manager with research reports within agreed timeframes

#### **What you'll bring:**

- Good working knowledge of Microsoft Office applications (e.g. Word, Excel, Outlook)
- Strong research skills, particularly in using the internet to conduct research
- An interest in volunteer led fundraising
- Time-management skills to enable you to produce detailed and accurate reports in an agreed timeframe
- The ability to work well with staff and other volunteers as part of a team but also on your own initiative
- Access to a computer and printer if not working in the London office
- Ability to respond proactively to new opportunities
- Good organizational skills with a keen eye for detail and an ability to maintain records

### **Commitment to volunteers**

#### **What we expect from you:**

- enthusiasm and commitment to supporting the work of MDUK
- to maintain and uphold the reputation and good name of the charity
- to listen to, and work co-operatively with paid members of staff and other volunteers – treating all with courtesy and respect
- to take reasonable care of your own health and safety and that of others who may be affected by their acts or omissions
- to support the charity's equal opportunities and diversity policy – helping to promote this to all our supporters
- to provide us with feedback on how we can improve your volunteering experience with the charity
- to inform us if your commitment to us, for any reason, can no longer continue

#### **What you can expect from us:**

- your main contact will share the *Volunteers' handbook* with you, which will act as a summary of the information within the Volunteer Policy (you can ask for the full policy document if you'd like, too)
- regular email updates on the charity's work
- contact with other volunteers working with MDUK
- your main contact will work with you to provide any support and training you need to fulfil your role
- you can claim back pre-agreed reasonable expenses as per the MDUK expenses policy (which is outlined in your *Volunteers' handbook*)
- insurance cover, while volunteering, under MDUK's public liability insurance, as per the insurance policy (which is outlined in your *Volunteers' handbook*)

- a formal, written procedure for resolving difficulties; if you have a complaint it will be dealt with promptly and fairly.

## Other

**GDPR training:** Provided

**Confidentiality agreement:** Provided

**Access to internet:** Required