

## Fundraising Coordinator Volunteer Role Description

Job Title	Fundraising Coordinator Volunteer Role Description
Location:	ISPCA Dublin/Longford/Mallow/Donegal
Department:	Fundraising Department
Reports to:	ISPCA Fundraising Manager/Volunteer Coordinator
Time Commitment:	Flexible, but shifts are a minimum of four hours

### The overall purpose of the role

The volunteer Fundraising Coordinator plays a huge role in supporting the day-to-day fundraising activities at the ISPCA. The role entails assisting with stock inventory for online shop sales, filling merchandise orders, coordinating fundraising packs and assisting at fundraising events. Your role as an ISPCA Fundraising Volunteer will assist us to raise funds and continue our work rescuing, rehabilitating and responsibly rehoming some of the most vulnerable, abused and neglected animals in the county.

### Principal Responsibilities

- Attend events as part of the ISPCA team selling merchandise, distributing leaflets and accepting donations.
- Coordinate the fulfilment of fundraising packs for ISPCA event participants.
- Fulfil merchandise orders during busy periods like our Christmas Appeal from October to December.
- Comply with all health and safety policies

### Training and support

The ISPCA fundraising manager and/or volunteer coordinator will contact each fundraising volunteer in advance to provide all the information and will provide any training required.

### Skill levels required

Experience working in the charity sector in a similar role is an advantage but not essential as we provide full training. Good communication skills, honesty, dependability and reliability are required along with an enthusiastic, warm, confident and friendly manner. Excellent organisation, administration and customer service skills are essential. The ability to also work under pressure, prioritise and multitask is ideal. Manual handling training is required.

### Benefits of Volunteering

There is enormous satisfaction to be gained from devoting your free time and energy helping to raise vital funds to help animals rescued by the ISPCA. 88% of ISPCA funds are received from kind donations from members of the public through fundraising campaigns and legacies. You will also be meeting like-minded people, animal lovers and gaining valuable experience developing your fundraising skills. In addition you will be gaining valuable experience working in an animal welfare environment and also making a difference.

### Volunteer Procedure

A copy of the volunteer procedure is available upon request from the ISPCA Volunteer Coordinator. All volunteers must be over 16 years of age for insurance purposes. No expenses are available. Volunteer should exercise judgement and follow Health and Safety procedures as set out by ISPCA Management at all times.

### Time commitment

Due to the nature of the role, shifts are required to be a minimum of four hours based on a rostered system.

ISPCA VolJD0119