

# **VRDS Volunteer-Fundraising JD**

**Reporting to:** Executive Director, VRDS

**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 Vanasiri Rural Development Society (VRDS) raise funds for its various project activities. As a volunteer fundraiser you will be working with leadership of VRDS 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 VRDS' mission to rural development, livelihoods promotion and women empowerment 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 VRDS 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 VRDS**

Vanasiri Rural Development Society (VRDS), an NGO registered under the Societies Act, has been working in the backward blocks of Haveri district in Karnataka, since 2004. We, at VRDS, believe that 'Conservation, enhancement and sustainable utilization of natural resources' to be key factor for ensuring the sustainability of the life on this earth. With this basic premise, we are committed to empowering the rural poor and other marginalized communities to obtain sustainable livelihood opportunities by promoting and implementing environment-friendly rural development projects. We achieve this through empowering the rural community as well as government machineries through institutional initiatives and working with an integrated and result oriented approach focusing on education, technical guidance, and motivation.

*Interested candidates are requested to submit their resumes to S.D.Balingar, Executive Director, VRDS at [sdbaligar@gmail.com](mailto:sdbaligar@gmail.com) or [vrdsrnr@gmail.com](mailto:vrdsrnr@gmail.com)*