

# Maggie's Corporate Support Volunteer



## Why do we need you?

We are looking for a committed individual to take on the role of a Corporate Support Volunteer, becoming part of the Corporate Partnerships Team at Maggie's office in London.

Maggie's fundraising team work with a number of companies on exciting fundraising partnerships - working together to raise money for people affected by cancer. As Maggie's grows its network of cancer caring centres, we are seeking to grow the number of companies we work with and as Maggie's Corporate Support Volunteer you would play a vital role in making this happen. This is an ideal position to gain some experience of corporate fundraising and working within the charity sector and/or could be a fantastic opportunity to use your understanding of the commercial sector to help grow Maggie's portfolio of corporate supporters.

## What will I be doing?

Your role will be to support the corporate team at Maggie's to identify new business prospects, through:

- researching prospective corporate supporters through a variety of different methods (the team would also be open to any suggestions or creative new approaches)
- undertaking competitor market research and supporting the creation of a Charity of the Year applications calendar
- liaising with Corporate Partnerships Manager and Coordinator to research and develop asks from internally flagged opportunities
- supporting the Corporate Partnerships Team to identify prospects through reviewing details of companies taking part in Maggie's exciting calendar of charity events, in particular the London Night Hike which is taking place in September 2010

## What skills and attributes do I need?

For this role you will ideally have

- excellent communication skills
- good I.T. skills, with experience on Excel, Word and Outlook
- a confident, cheerful face to face communication manner
- a professional and resilient telephone manner
- ability to work as part of a team
- outgoing, proactive and self motivated

## How much time do I need to commit?

Immediate start. Flexible hours ideally volunteering for 1 day a week over a minimum period of 3 months

## What support will I be given?

You will receive training necessary to carry out your role along with an induction into the team and what we do.

## What benefits can I expect?

- The satisfaction of knowing that you are making a valuable contribution to Maggie's and in particular to the growth of Maggie's corporate fundraising income stream
- The opportunity to develop new and existing skills and gain valuable working experience in corporate fundraising.
- The opportunity to contribute creatively to the team's new business research activity
- Exposure to national events planning and participant communications

Maggie's volunteers do not receive any payment for their work but are able to claim expenses so they are not out of pocket. For example, volunteers can claim previously agreed travel expenses and, if devoting a full day to the charity, the cost of a sandwich lunch

## Where will I be based?

You will be based in Maggie's Office in London (with the possibility of satisfying volunteering commitment from home or remotely after an initial period in the office)

## Contact details

Fiona McRae; Volunteer Co-ordinator; Tel: 01463 706303

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