

Fundraising Research Volunteer

Job Description



Job Purpose

- To research possible grants for Island House, identify reasonable opportunities, and to pass application details to the Centre Director.
- This is a flexible, volunteer role, which may be worked remotely and is responsible directly to the Centre Director.

Duties & Responsibilities

- Seek to **understand** Island House's history, current projects and future strategy from briefing papers and time with the Centre Director.
- **Research** funding opportunities from databases and other sources.
- **Identify** those funding sources which seem to have a reasonable chance of success.
- **Pass** details and comments to the Centre Director.

Skills Required

- Available to work for at least 2 hours per week for six months, remotely or at Island House.
- Self-motivated with good time-management skills and able to work remotely.
- Ability to quickly read and digest large amounts of written information.
- Excellent computer skills.
- Some experience of web-based research or fundraising is desirable.