

Volunteering Opportunity:

Fundraising Assistant

The National Maritime Museum Cornwall is an independent, modern, multi-award winning Museum beautifully showcasing the historical, current and future role of the sea in shaping Cornish, national and international culture. We care for an enormous variety of objects, boats, pictures and archive material that relate to the maritime heritage of Cornwall and beyond, which form the basis of our permanent exhibitions.

Our volunteer team are at the very heart of the Museum, working alongside paid staff in a wide variety of roles.

The volunteer role:

The Fundraising Assistant volunteer will carry out a wide range of database, research and administrative tasks to support our Fundraising and Development Manager.

This is an exciting opportunity for you to gain experience in fundraising and event planning and to develop your administration, organisational and research skills, at a time when we are about to embark on a major capital fundraising campaign to reinvigorate the Museum.

Key tasks:

- Assist with the administration for our monthly networking business breakfast events which could involve:
 - Sending out invitations by email
 - Liaising with speakers
 - Finalising the guest list
 - Preparing name badges
- Help to maintain the fundraising database
- Research potential donors and grant funders to identify possible funding opportunities
- With guidance and support from the Fundraising and Development Manager, prepare project reports and other materials for donor cultivation and stewardship
- Assist with a review of the Museum's Friends scheme by carrying out a consultation with our current supporters
- Assist with the renewal administration for our corporate supporters

What qualities, skills and experience do I need?

- An interest and enthusiasm for gaining experience in Fundraising
- Good verbal and written communication skills
- A good working knowledge of office technology; there will be an opportunity to be trained on our in-house database 'Subscriber'
- Good administration skills, able to work in a methodical and organised way
- Initiative and the ability to work independently
- Happy to work in a busy office open plan environment
- Are willing and interested in learning about the Museum

What's in it for you?

- An exciting opportunity to gain valuable experience in fundraising and event planning
- An opportunity to enhance your CV and future job applications
- An opportunity to develop your administration and research skills
- Guidance and support provided by our Fundraising and Development Manager
- An opportunity to upskill your IT skills - training on our in-house fundraising system 'Subscriber' will be provided
- An enjoyable volunteering experience
- An opportunity to meet a variety of new people
- A welcoming and friendly team of staff and volunteers to work with
- Great experience of working within a busy heritage attraction, and a valuable insight into the different job roles within the tourism/heritage sector

Hours and commitment:

Commitment:	At least 4 hours per week
Day:	Any week day
Time:	We can be flexible with the time and day

Supervision and support:

All volunteers will be expected to undertake general induction training, which lasts a morning.

Supervision, support and guidance will be provided by our Amy Richards, Fundraising and Development Manager.

Application process:

If you are interested in this volunteer opportunity, please complete a volunteer registration form, which can be downloaded from our website and send it by email to lindafrost@nmmc.co.uk or contact Linda Frost, Human Resources Manager, on 01326 214559 to request a registration form or further information.