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**Volunteer Role Description**

**Title: Trusts and Foundations Fundraiser**

**Responsible to: Fundraising Team**

**Expected Commitment: One day per week**

**Location: Vista House**

**About Us:**

Vista changes lives. We are the leading charity working with children and adults with sight loss in Leicester, Leicestershire and Rutland.

**Primary Objectives:**

We are looking for a Volunteer Trusts & Foundations Fundraiser to work alongside our busy Trusts & Grants Team.

You’ll play an integral part in the development and growth of both our Trusts and Foundations portfolio and income. With your support, we will increase our fundraising activity and establish new relationships and income opportunities.

Your role will mainly involve a lot of online research into Trusts and Foundations, identifying new funding opportunities for Vista, and sending funding applications.

**Responsibilities:**

* Research Trusts and Foundations that meet Vista’s funding needs
* Build a pipeline of prospects for the Team to approach and yield new relationships with, and prepare funding applications
* Update our Database with Trusts information when required
* Regularly update the Trusts and Grants Team on activity
* Carry out general administration duties related to Trusts and Foundations Fundraising, including data entry
* Follow all other relevant guidance and training as provided

**Qualities and skills we are looking for:**

* A genuine interest in the work of Vista
* Experience of working in an office environment
* Good administrative and organisational skills
* Good team working skills, enthusiasm and flexibility
* Online research skills
* Good written and verbal English
* Reliability and an honest approach
* A good level of IT skills including familiarity with Microsoft
* Confident and professional communication skills
* Excellent attention to detail and accuracy
* Disciplined and committed

**Support provided for you:**

* Visual Impairment Awareness training will be provided and take place at Vista
* Regular newsletters, updates and news from the Volunteer Manager at Vista
* Other training as identified
* Reimbursement of out of pocket expenses such as mileage or public transport costs
* Training on specific websites/packages used by the Trusts and Grants Team.

**We hope that by becoming a volunteer you:**

* Learn about the day to day working of a Fundraising Team
* Meet new and interesting people
* Learn new skills that could be helpful for future employment opportunities or further learning.
* Experience in a charity fundraising environment

**Health & Safety:**

All volunteers will be expected to:

* Ensure that they comply with Vista’s Health & Safety policy at all times
* Take reasonable care for the Health & Safety of themselves and others whom may be affected by their acts or omissions whilst volunteering.

# Equality, Diversity and Rights:

Vista is committed to improving the quality of its services to all people, irrespective of race/ethnicity, disability, gender, religion or belief, age or sexual orientation. Our objective is to deliver high quality services that are accessible, responsive, and appropriate to meet the diverse needs of different groups and individuals. As such, we will continue toensure that staff and volunteers employed by Vista treat every person with dignity, respect and fairness.

**Next steps:**

If you are interested in applying, the next step is to complete our volunteer application form. Please download our application form and return to **Vista House, 1A Salisbury Road, Leicester, LE1 7QR**, or email **volunteering@vistablind.org.uk**. Alternatively, to request a form please email **volunteering@vistablind.org.uk** or call **0116 249 8843** to have one posted.