

## **HELP Volunteer-Fundraising JD**

**Reporting to:** Manager/ Secretary, HELP

**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 Society for Help Entire rural and Lower People (HELP) raise funds for its various project activities. As a volunteer fundraiser you will be working with leadership of HELP 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 HELP's mission to prevent child trafficking and sexual exploitation, and help rescued victims 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 HELP 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 vulnerable children who are victims of child trafficking and sexual exploitation
- Learn new transferable skills to improve CV

### **About HELP**

HELP works for the rescue and rehabilitation of victims, especially children, who are trafficked for sexual exploitation in Chilkaluripet, Guntur District and Ongole, Prakasam District in Andhra Pradesh. There are three million female sex workers in India and 40% of them are children. 500,000 children are estimated to be forced into the sex trade every year, living a life of exploitation and abuse. Children who are vulnerable to commercial sexual exploitation are also vulnerable to HIV/AIDS as the number of HIV cases among sex workers stands at around 50%.

To help, we have set up Asha Sadan, a rehabilitation centre, for rescued victims of trafficking. Simultaneously, we work to prevent more cases from arising within vulnerable

groups such as children and women living in susceptible areas. Furthermore, we have night-care centres, where we care for the children of sex-workers during working hours.

*Interested candidates are requested to submit their resumes to Ram Mohan N.V.S, Secretary, HELP at [helpap@gmail.com](mailto:helpap@gmail.com) on or before Monday, 15 January 2018.*