



## **ROLE PROFILE**

# **PHILANTHROPY RESEARCH VOLUNTEER**

The role of a Philanthropy Research Volunteer will be to support the team with various research projects necessary to their development.

Your main focus will be researching individuals identified as prospective donors; exploring their interests, motivations, philanthropic history, and potential connections to Helen & Douglas House. This work helps us assess their likelihood of supporting our work and strengthens our approach to engagement.

You may also be asked to help expand our prospect list by reviewing websites and annual reports of other organisations to identify donors that align with our mission.

You will be supported by the Philanthropy Team, and they will brief and guide you on the projects you will be researching.

## **RESPONSIBILITIES**

- Researching prospects from a pre-identified list, completing comprehensive research profiles.
- Document research findings in Excel/Word format

## **TIME COMMITMENT**

- This is a remote role
- Up to 7 hours a week, flexible to your lifestyle

## **EXPERIENCE & REQUIREMENTS**

- You will ideally have access to a laptop with internet connection and access to Microsoft programmes such as Word, Excel, Teams and Outlook. Knowledge of using these programmes will be necessary.
- Basic experience in a similar role or familiarity of the role description would be desirable

## **QUALITIES REQUIRED**

- Happy to work independently on projects and use your own initiative
- To have good time management and organisational skills
- Good communication and writing skills
- Reliability

## **BENEFITS**

- Being a part of a friendly, supportive team and meeting new people
- Gain new experience and knowledge in this area of fundraising
- Sense of satisfaction knowing you are making a difference by supporting Helen & Douglas House