

INTERNSHIP SCHEME

Macmillan Cancer Support: Volunteer Role Description and skills profile

Role title: Trust Fundraising Internship

Why do you need me?

We want to be able to reach every single person who is diagnosed with cancer and to be there for them at every stage of their cancer journey, no matter who they are, what part of the country they live in, or what type of cancer they have.

As an essential part of the fundraising department, the Trusts team secures significant donations from a portfolio of charitable trusts and foundations across the UK. We are keen to increase the number of charitable trusts who donate towards our core charitable activities.

What activities will I be involved in?

Working under the direction of the trusts officer, the intern will proactively research small and mid-value prospects who would be interested in hearing about Macmillan's work. The role would involve engaging with potential supporters and preparing and submitting applications to develop strong and long-lasting relationships between donors and Macmillan.

This would be an exciting opportunity for someone to gain hands-on experience of fundraising in a national charity and help to make a real difference to the lives of people affected by cancer.

What skills and abilities will I need to have?

- Strong organisational skills with a proven ability to meet deadlines and attention to detail
- Excellent written and verbal communication skills
- Confidence in building rapport with supporters by phone and in writing
- A demonstrable ability in research and analysing information
- Well versed in Microsoft Office applications
- Enthusiasm for the cause and ability to represent Macmillan Cancer Support

What are the goals?

- Help Macmillan's High Level Giving Team to raise over £4 million in 2010
- Research and engage with new and existing charitable trusts and foundations to form new and lasting supporter relationships
- Support with administration and fundraising where agreed
- Raise Macmillan's profile so we can reach all those living with cancer who need our help

What are the benefits to me?

This is a unique opportunity for budding fundraisers and those wanting to move into charity sector. You will:

- Gain hands-on experience of fundraising from charitable trusts and foundations
- Develop skills such in fundraising (specifically trusts and foundations), producing high-quality applications and reports, working in a growing fundraising team.
- Gain experience of how a big, successful national charity works and access our database of employment opportunities;
- Enhance your CV and gain written references at the end of your internship;
- Be part of a supportive, lively and fun team who will facilitate your development;
- Get to engage with Macmillan supporters and volunteers; and
- Help make a real difference to people's lives.

How much time should I offer?

- This is a 3 day a week role, between Monday and Friday, for 3 months

Where will I be based? Will I need my own transport?

- The role is based at our UK office in Vauxhall and will not require your own transport

Is there an induction and training?

We will ensure you have the training and information you need through:

- Our comprehensive induction pack
- Training on our databases (Raiser's Edge, in-house databases)
- Introduction to the methods of fundraising from trusts and foundations

What ongoing support/guidance will there be?

You will be fully supported by the trusts officer and the team throughout your time with us. Including:

- Regular meetings with the trusts officer and opportunities for feedback
- A mentor and help in developing your CV (should you want it)
- Opportunities to network with staff, volunteers and other Interns during the placement

Will my expenses be paid?

The internship is unpaid but we reimburse volunteers' "out-of-pocket" expenses within agreed guidelines which should cover your lunch and travel.

What's the next step?

You need to fill out an application form and send it to us. We will acknowledge your application and let you know whether you have been shortlisted for interview. For further details please call Gemma Harper on 020 7840 4846 or email gharper@macmillan.org.uk

Date prepared: 26 April 2010