

## Macmillan Cancer Support: Volunteer Role Description and skills profile

### Role title: **Corporate Volunteer**

#### Why do you need me?

Do you have a day each week to support Macmillan with our fundraising from local companies?

The Newcastle fundraising team is looking to grow income from corporate partnerships to help us reach out to and improve the lives of more people affected by cancer. To this do we need help finding more potential supporters who could be a good fit for Macmillan, and supporting those who are already working with Macmillan to achieve their aims.

#### What activities will I be involved in?

- Researching potential Macmillan partner organisations using guidance provided. This might involve looking for companies similar to those we already have successful relationships with; looking at who has supported our partnerships; or researching what companies have established charity partnerships and might consider working with Macmillan.
- Supporting your own portfolio of existing corporate partners, through maintaining regular contact with them, sending through fundraising ideas and supporting them in their initiatives.
- Assisting other members of the team with corporate account management, for example through tracking income or helping to come up with new fundraising ideas or suggestions for sales promotions and other ways of raising Macmillan's profile.
- Using your own contacts to identify potential supporters for Macmillan, and working with the fundraising team to introduce them to the right people.
- Working as part of an enthusiastic and professional team to share best practice, discuss challenges together and ensure that we make the most of every corporate supporter.

#### Will I need my own transport?

- No, there would be little need for travel as part of this role.

#### What skills and abilities will I need to have?

- Good relationship building skills and an interest in people and businesses.
- Strong communication skills, especially by phone and email.
- Business experience and an understanding of how a relationship with a charity can benefit both the charity partner and the company.
- Experience of internet research, use of Microsoft office package including Word and Excel.
- Ability to work independently and as part of a team.
- Enthusiasm for and understanding of Macmillan's work to improve the lives of people affected by cancer.

#### What are the goals?

- To support the Macmillan team with their fundraising from companies, adding your own experience and helping us to work with more companies and develop strong, long term relationships with them.
- To enable our corporate supporters to achieve their full potential for Macmillan: exploring their wider networks and coming up with innovative ways for them to keep the partnership fresh.
- Recognising companies' support and giving them an excellent experience of working with the Macmillan team, so that they wish to continue and grow their support.

#### How much time should I offer?

- We hope that someone will spend up to a day a week working with us, ideally over a year or more so that you can build strong, long term relationships with supporters.

#### Where will I be based?

- You will be based at our Newcastle fundraising office.

**What are the benefits to me?**

- An opportunity to use your research and relationship management skills to make a real difference for an excellent cause.
- Working with our supporters to maximise their financial and non-financial contributions to Macmillan.
- Working as part of the Newcastle fundraising team; sharing your own experience and learning from us.
- Maintain and develop your relationships in the corporate sector.
- Making a difference to your local community
- Helping people affected by cancer

**Is there an induction and training?**

- An information pack will be provided to help familiarise you with the work of the charity and the fundraising team
- You would have a thorough induction into our work with corporate partners (and our fundraising more generally), one to one meetings with your key Macmillan contact, and regular meetings with the team including other senior volunteers to discuss progress and share challenges and successes.

**What ongoing support/guidance will there be?**

- Fully supported by a member of the fundraising team who will explain aims and objectives and be available to answer questions.
- Access to other volunteering opportunities and ways to become more involved with Macmillan
- Ongoing recognition of your contribution and the difference your work is making to our wider aims.

**Will my expenses be reimbursed?**

- We reimburse volunteers' "out-of-pocket" expenses within agreed guidelines.

**What's the next step?**

Please go to the link below to apply and return your form to:

Name: Erin Richardson

Address:

4<sup>th</sup> Floor Wingrove House

Ponteland Road

Newcastle upon Tyne

Email: erichardson@macmillan.org.uk