



Role Description

FUNDRAISER VOLUNTEER

Organisation Description

Burning Nights CRPS Support is a UK charity working to improve life for all those affected by Complex Regional Pain Syndrome (CRPS).

We raise awareness about CRPS amongst the public, health and legal professionals by providing awareness sessions, so diagnoses can be made quicker and treatment started more rapidly. We also offer support and information through a number of volunteer-led services, including an evidence-based website, support helpline, online forum, email and social media support, annual conference and regional support groups. More recently, we have launched our CRPS Counselling and Virtual Befriending services, which have been met with an enthusiastic response.

Charity Reg No. 1166522 (England & Wales)

Location

Online / Remote volunteering

Area of the Charity

Fundraising & Donor Management Team

Number of Hours per week Required

Minimum 7 hours per week, mostly during office hours. You are not under any contract to perform these tasks nor are you under any obligation to carry out this role. There are no set hours or days for this voluntary role. It is only as and when you are able to volunteer.

Minimum Commitment

Minimum of 6 months commitment.

Burning Nights CRPS Support (Working to improve life for all those affected by Complex Regional Pain Syndrome (CRPS))

Registered Address: 1 Alder Brook, Chinley, High Peak, Derbyshire SK23 6DN

Tel: 01663 795055

Email: support@burningnightscrps.org

Web: www.burningnightscrps.org

Charity Registration Number 1166522 (England & Wales)



Main Purposes of the Role

Are you a proactive fundraiser who can develop a small charity's fundraising strategy from inception to evaluation? This is a great opportunity to assist a small but fast-growing charity. We are looking for an enthusiastic and pro-active fundraising and development volunteer to increase the fundraising opportunities for the charity as well as develop corporate sponsorships and grant funding.

Burning Nights CRPS Support delivers a range of awareness campaigns and support services to patients, loved ones, carers and professionals who have been affected by Complex Regional Pain Syndrome (CRPS), a poorly-understood chronic condition. We are urgently looking for an experienced fundraising expert who is able to develop a fundraising strategy, create fundraising events and to write grant applications.

Even though we are a small organisation, we have big ideas and would like to draw on your experience in the fundraising world to help the charity establish a sustainable route forward, especially in the aftermath of the Pandemic and the current cost of living crisis.

You will be working with the charity's founder and Chair and other trustees and volunteers who will provide an overview of our existing fundraising materials, our brand and how we have approached fundraising to date

Key Tasks and Objectives

- Develop new and imaginative fundraising activities, many of which involve organising events
- Project manage fundraising events, from inception all the way through to evaluation
- Recruit and promote supporters and volunteers for challenge and national events.
- Attend networking events to promote Burning Nights CRPS Support
- Assisting with researching and approaching corporate entities for event sponsorships, partnerships, Charity of the Year partnerships, and donations from corporate foundations
- Assisting with writing and delivering proposals for funding to trusts, foundations and other institutes
- Writing emails and speaking with potential partners about the work of Burning Nights CRPS Support with the aim of securing funds for the organisation
- Maintaining the fundraising database, ensuring accuracy and consistency of all records;
- Development in fundraising opportunities
- Keeping in contact with past donors and assisting in finding new donors
- Communicating with past fundraisers and encourage them to consider fundraising in the future
- Assist in marketing our events
- Development / Improvement of fundraising support (e.g. fundraising packs and materials)

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Key Skills or Qualifications

- Fully computer literate and fully able with the main Microsoft Office tools including Word, Excel, Access, PowerPoint as well as the internet and email
- Knowledge of using CRM systems or ability to learn
- Outgoing, friendly and proactive character
- Good initiative and ability to work with little direct supervision but will ask when help is needed
- Be comfortable volunteering within a small team or by yourself
- Good communication skills - Ability to communicate effectively at a number of different levels
- Ability to communicate effectively by telephone, written correspondence and in person
- Experience of writing funding proposals and working in fundraising would be an advantage
- Strong organisational skills
- Knowledge of corporate fundraising techniques including Charity of the Year, sponsorship, donations, marketing would be an advantage
- An ability to present and engage potential partners/sponsors in a compelling way
- Maintaining strict confidentiality

Key Benefits and Impact

- You will become part of our small, friendly, forward-thinking charity team, focused on reaching people who may not have heard about the charity or about the condition
- You would have a key role in developing another income stream for a small charity
- This is a fantastic opportunity for you to make a real difference to a rare condition
- You will join the charity during a critical and challenging period and your expert knowledge and experience will be invaluable to our success
- You will have a key role in ensuring we can maintain our support services and become a sustainable charity to allow us to fulfil our aims

Training and Support

- Full induction to our organisation and relevant and ongoing training for your volunteer role
- Regular updates on charity activities
- Support, advice and guidance from Charity team
- After 3 months volunteering, all volunteers are eligible for courses (reasonable cost)



How To Apply

If you think you could be the person we are looking for, we would love to hear from you. We invite anyone to apply for our volunteering opportunities, regardless of ability or experience.

Find current volunteer opportunities and apply for roles through recruitment platforms [Charity Job](#) and [Reach Volunteering](#). To find out more and register your interest, you can also fill out the [application form](#) on the Burning Night CRPS Support website or get in touch by phone or email.

Please note that you will be asked to submit a copy of your CV before interview and all volunteers are subject to two reference checks. All volunteer roles that involve interaction with vulnerable service users require an up-to-date DBS check, which the Charity will cover the cost of.

Contact information

Tel: 01663 795 055 (UK)

E: admin@burningnightscrps.org / victoria@burningnightscrps.org

W: www.burningnightscrps.org

A: 1 Alder Brook, Chinley, High Peak, Derbyshire SK23 6DN (UK)

