

## Project Volunteer - CPRE Donor Research Project

### Summary

CPRE Buckinghamshire is an environmental charity dedicated to protecting the countryside. We are looking for an enthusiastic and organised volunteer who can be available for 3 - 5 hours / week, over a period of 6 - 8 weeks, to help us identify donors and supporters in Buckinghamshire.

### What will you be doing?

CPRE works locally and nationally to protect, shape and enhance our beautiful, thriving countryside for everyone to value and enjoy. By volunteering with us, you would be providing invaluable input into our campaigns and helping ensure that the green spaces of Buckinghamshire are protected and celebrated.

You will be assisting our branch manager to develop a list of prospective donors and supporters. This will involve online and off-line research.

Activities will involve:

- Developing a major donor prospect list by using a variety of online and offline resources
- Creating a supporters list for future mailings.

If you were interested in contributing to our fundraising efforts beyond the Donor Research Project, you could potentially do the following:

- Contributing ideas for fundraising events based on experience, contacts and interests
- Taking a lead in organising a fundraising event(s) for the branch, seeking to maximise profit through ticket sales, auction/raffles and good budgeting
- Building relationships with local businesses/corporates to negotiate sponsorship
- Researching the possibility of CPRE members, supporters and patrons who have celebrated homes or gardens contributing to the events programme
- Attending shows and exhibitions
- Working with staff to manage donor relationships and establish new benefactors
- Researching trusts, Lottery grants and other funding sources to seek money for events/campaigns, making applications if required
- Designing posters and leaflets, with the help of volunteers or outside agencies
- Arranging advertising and circulating information online about events
- Being an advocate for the charity at all times - asking people to join, giving out leaflets, gathering names of interested parties and talking about our work

### What are we looking for?

The Donor Research Project Volunteer requires the following skills:

- Being a good and effective researcher: using search engines, online directories as well as off-line resources to identify potential donors, either individuals or funding organisations
- Well organised and able to keep clear, accurate records
- Ability to work for 3 – 5 hours / week over a period of 6 – 8 weeks, either in or out of office hours
- Computer literate - the internet, e-mail and MS Office or equivalent

If you were interested in becoming a longer-term Fundraising Volunteer with CPRE, we would hope that you could offer us most of the qualities described below:

- Experience of running or being involved in event management and fundraising
- Confident at contacting people by phone: being clear, professional and to-the-point
- Able to work to deadlines and be responsible for following through on agreements/arrangements
- Able to work as a team player, be flexible and willing to adapt

## What difference will you make?

Your work will help us raise funds to support our core work to protect the Buckinghamshire countryside, which is currently under huge threat from damaging development. Funding will be used to respond to major planning applications, advise members on development plans in their areas, support rural communities and advise stakeholders in Bucks on the development of thriving sustainable communities and a better approach to housebuilding.

## What's in it for the volunteer?

Benefits include:

- A great opportunity to use your existing research experience and to develop new skills
- A discrete piece of work for those who'd like to volunteer but don't have time for a long-term commitment
- The potential to meet and discuss issues with like-minded people
- Opportunities to attend local and national CPRE activities, events and workshops

## A few more details

The role is voluntary although we will pay all out-of-pocket expenses with prior agreement, in line with our Volunteers Policy.

Our branch office is in Monks Risborough, so you have the choice to either work from here or work at home. We keep in regular contact via phone and/or email to discuss progress and to provide support. You would also be encouraged to attend group meetings.



Buckinghamshire  
Campaign to Protect Rural England

To explore further, please contact our branch manager on [janet@cprebucks.org.uk](mailto:janet@cprebucks.org.uk) or ring us on 01844 348829.