

**Volunteer Fundraising Assistant**

One day a week to start September 2018

London Children's Ballet aims to inspire the pursuit of excellence and change lives through dance. Every year LCB produces an original narrative ballet in London's West End, providing talented young dancers from all backgrounds with a free and unique opportunity to dance as part of a professional ballet production and also providing a platform for emerging choreographers, composers and designers. In addition, LCB has a number of social outreach programmes which extend the joy of dance into the community, reaching the most disadvantaged groups and those with little or no arts access.

**The role**

LCB is looking for a self-starter with excellent interpersonal skills to join LCB's small, dynamic team. The role involves working on a variety of tasks and projects, including supporting the Development Manager, maintaining and updating information on the fundraising database. You will also help the team by drafting written materials for LCB's Patrons and individual supporters. The successful applicant will learn about the running of a small charity by assisting with key operational tasks, and will have the opportunity to develop valuable skills such as relationship management, data processing and management, and fundraising through membership schemes and events.

Whilst being able to take initiative, you will also be expected to work as part of a team and proactively learn new skills. The post-holder must be able to communicate professionally, both verbally and in writing, to a variety of internal and external stakeholders. Experience of working within an office environment is desirable. Possessing excellent IT skills, you will have demonstrable experience of being able to multi task and meet deadlines.

This is the ideal position for someone looking to gain administration or fundraising experience in the charity sector or looking to get back into the workforce after a career break.

Key tasks will include:

- Assisting the Development Manager with processing gifts.
- Following up and processing Gift Aid declarations.
- Drafting written communications to LCB Patrons and supporters.
- Assisting with drafting and sending appeal mailings.
- Assisting Finance Manager reconciling income by ensuring all records are up to date.
- Assisting Development Manager with Premiere administration.

Person specification:

***Required***

- Confident and a self-starter.
- Strong inter-personal skills and experience of relationship building.
- Happy to work independently.
- Excellent research, written, communication and administrative skills, with demonstrable attention to detail and accuracy.



# LONDON CHILDREN'S BALLET

- Excellent telephone manner.
- PC literate – MS Office

## *Desirable*

- Appreciation for the work of London Children's Ballet
- Appreciation of dance or performing arts
- Experience of Mail Merge
- Experience using ThankQ or other CRM

## **Key details**

To apply please send your CV and a tailored covering letter to [alice@londonchildrensballet.com](mailto:alice@londonchildrensballet.com) by 5pm on 24 August 2018.

This is a one day a week volunteer position. LCB would be able to cover reasonable expenses for travel and lunch.