



# Fundraising Group Coordinator

## Volunteer Role Description

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We're fundraising so we can run services and support for people with MS, and so we can fund our ground breaking research programme that aims to stop MS altogether.

As our Fundraising Group Coordinator you'll help develop annual fundraising plans, setting annual budgets and targets and coordinating your local fundraising group's activities. You'll organise fundraising activities as well as recruiting, supporting and coordinating Fundraising Volunteers.

In this role you'll be able to develop your leadership, organisation, communication and team working skills.

Most importantly you'll inspire your local community to raise funds that help make sure no one has to face MS alone.

### What the role involves

This role may vary depending on needs, but is likely to include:

- Developing an annual fundraising plan and budget for the group with other team members
- Organising and planning fundraising events throughout the year
- Overseeing the group's compliance with MS Society policies and processes
- Recruiting, inducting, coordinating and supporting Fundraising Volunteers and ensuring everyone uses our brand and tone of voice
- Keeping up to date with guidance and information on local and national fundraising initiatives
- Ensuring Gift Aid is maximised
- Developing links with local organisations and businesses identifying fundraising opportunities, including giving talks to interested audiences
- Researching prospective support
- Ensuring regular communication between volunteers and local MS Society staff
- Ensuring that everyone takes shared and collective responsibility for the finances of the group and fundraising good practice
- Using our processes and procedures to keep people safe

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**Together, we are strong enough to stop MS.**

Multiple Sclerosis Society. Registered charity numbers 1139257/SC041990. Registered as a limited company in England and Wales 07451571.

We can support you to develop the skills you need for this role, including an induction into all the areas outlined. You will have a chance to discuss your role and any additional needs with us.

## What you need for this role

### Essential

- Previous fundraising experience, including managing budgets and reaching targets
- Effective administration, planning and problem-solving skills
- Confident using Microsoft Office, the internet and email
- Able to promote disability, equality and inclusion practices
- Able to motivate the activities of others
- Able to keep people's personal data safe

### Desirable

- Committed to our values
- Self-aware of management and leadership style, keen to develop on skills and experience
- Enjoys working as part of a team
- Able to lead a team, including supporting and encouraging other volunteers
- Able to convey our key messages in a way that others can understand
- Sympathetic to motivations and needs of volunteers

### In order to volunteer in this role you will need to:

- Read through your welcome and induction checklist

## Additional information about our Volunteering programme:

When you volunteer with us, you join our powerful community of people living with MS, scientists, campaigners, listeners, organisers, ambassadors and fundraisers.

Our Volunteering Programme holds the prestigious Investing in Volunteers (IiV) accreditation. This award recognises our dedication to ensuring all volunteers have an excellent experience – from when we recruit you, through supporting you to develop skills and experience, to recognising your achievements.

Our shared commitments help keep our Volunteering Programme enjoyable, meaningful and safe for everyone.

Download [Our Commitments](#) here.