

Job Description

Office Volunteer (Fundraising) – Part-time

Location: Sir Oswald Stoll Mansions, 446 Fulham Road, London SW6 1DT

Reports to: Fundraising Officer

Job Type: Part-Time [Tuesday or Thursday – 9am to 5pm, one day per week]

Background

The Stoll Foundation is the leading provider of housing and support services to vulnerable veterans. Founded in 1916 by theatre impresario Sir Oswald Stoll to house severely disabled WWI veterans, The Stoll Foundation has provided a sanctuary to help veterans rebuild their lives for over one hundred years.

The Stoll Foundation is looking for an organised and motivated volunteer to support the fundraising team as it grows its portfolio. The role includes updating databases, carrying out fundraising research, helping with reports, and supporting general admin tasks. The volunteer should be eager to develop skills in data management and reporting and contribute new ideas to improve fundraising activities. They will work closely with the Fundraising Officer, Fundraising Team and other Stoll Foundation staff.

Key Responsibilities

- Update and maintain fundraising database records
- Help track donations and financial information
- Assist with monthly reports and audits
- Prepare fundraising packs, letters, emails, and mailings
- Support fundraising events and campaigns
- Respond to email enquiries
- Research potential donors, local businesses, schools, and grant opportunities
- Conduct outbound calls for research and stewardship purposes
- Help staff and volunteers during fundraising activities when needed
- Follow data protection and confidentiality rules
- Carry out other admin tasks as requested by the fundraising team

Essential Skills

- Good organisation and attention to detail
- Strong communication skills – both written and verbal
- Ability to work independently and in a team
- Confident using Microsoft Office (Word, Excel, Outlook)
- Comfortable carrying out research tasks

Desirable Skills

- Experience using databases or CRM systems
- Interest in fundraising or the charity sector
- Understanding of veterans' issues or the military sector
- Experience in charity work or event support
- Knowledge of GDPR and data protection

If you would like to apply, please email your CV and cover letter outlining how you meet the person specification, to fundraising@stoll.org.uk.

To discuss this role further, please contact Fundraising Officer Tom Read at thomas.read@stoll.org.uk.