



**Position:** Fundraising Volunteer

**Start date:** Flexible, as soon as possible

**Days and times:** 3 - 5 days per week

**About Ovarian Cancer Action:**

Ovarian Cancer Action (OCA) is the UK's ovarian cancer research charity. Like thousands of other charities, we have been hit hard by the recent Covid pandemic. Our research and support services are needed now more than ever, and yet we are expecting a significant drop in our voluntary income in 2020/21. We are seeking proactive and dedicated volunteers who can help us weather this storm and minimise the impact that Covid could have on women with ovarian cancer now, and in the future.

OCA was founded in 2006, with a single purpose: to fund research to prevent women dying from ovarian cancer. We fund world-class scientific research leading to innovative treatments and progressive solutions. We campaign to ensure women and healthcare providers know the risk factors, symptoms and treatment options to enable informed and rapid action. Despite being the UK's deadliest gynaecological cancer, the sixth most common cancer in women, claiming a woman's life every two hours, ovarian cancer remains an underfunded and overlooked condition. And that's not ok with us. In fact, diseases like breast cancer had better survival rates five decades ago than ovarian cancer does in 2019. That's why we raise awareness of the disease amongst healthcare professionals and the general public, fight to put women's health firmly on the political agenda, and campaign for change.

We are based at 8-12 Camden High Street, London, NW1 0JH however as per the government guidelines our team is currently working remotely. Our volunteers would also be expected to work from home or another safe space. Our team is made up of 20 dedicated and passionate staff members plus volunteers, all of whom work hard to spread our message, campaign for change, and generate the vital funds we need to support the scientific innovators who will help beat ovarian cancer. We have a broad network of vital supporters, from community fundraisers and corporate partners, to our family of Voices who champion the cause across the UK.

Our mission is to stop women dying of ovarian cancer, but we can't do it alone. We mobilise people to take action, to spread the word, to tell their stories, and raise the vital funds we need to beat the disease once and for all.

Our volunteers are integral to achieving our mission. Whether it's cheering on Team OCA at a sporting event, taking part in bucket collections, sharing your story, raising awareness or supporting us through this difficult time remotely. Your time is extremely valuable to us!

**About the Fundraising Volunteer:**

Our fundraising team is under increased pressure due to the Covid pandemic. We need to secure funds to ensure our research and support services can continue, and that we minimise any impact on ovarian cancer patients. We usually receive the majority of our voluntary income from individual supporters fundraising and making donations. At this time, it is imperative that we continue to raise funds in this way. You will play a key role in this. The Fundraising Volunteer will assist the fundraising team in providing excellent supporter care to our community & challenge event fundraisers, driving participation in a safe and effective manner, and maximising income wherever possible. From time to time, our wider fundraising team will also seek your support to maximise income from other channels.

**Reports to:** Community & Challenge Events Fundraising Manager

**Main working relationships:** Community & Challenge Events Fundraising Manager, Database and Supporter Care Officer, all other members of the Fundraising Team.

**General responsibilities:**

- Responding to supporter enquires from our fundraising inbox and over the phone
- Identifying and supporting those who are raising funds for OCA through Facebook fundraisers
- Conducting reports on new fundraisers from our fundraising platforms (e.g. JustGiving and MuchLoved)
- Stewarding our community and challenge event fundraisers, providing fundraising support over the phone and via email
- Keeping accurate records on the database of supporter information and all communications carried out with supporters
- Supporting the fundraising team with other administrative duties when required including prospect research and data entry.

**Experience and skills (desired but not essential):**

- Experience working in a fundraising team, preferably in community, in mem or challenge events
- Experience using a database, preferably Raiser's Edge and an understanding of the general data protection regulations (GDPR)
- Confident speaking on the phone and able to communicate professionally and sensitively with supporters, some of whom may be recently bereaved.