

Research & Grant Writing Volunteer

Role Profile

Main objective

- To assist with grant writing and research efforts to secure the necessary funding for Indigo's operations

This role requires experience in sales, fundraising and/or events management and reports to Indigo's Marketing Manager.

<i>Start Date</i>	March 2024
<i>Hours</i>	10-20/week
<i>Duration</i>	4-6 months
<i>Location</i>	Remote Working (must be based within the GMT to GMT+3 timezones)
<i>Benefits</i>	Being part of a wonderful team and helping amazing grassroots organisations find volunteers. Mentoring support & training related to the role and your development interests. Flexible working hours. There is no financial compensation associated with this role. This role can be accounted as an official internship.

To apply, please fill in this [application form](#).

Purpose

We are seeking a motivated and dedicated intern to join our team and assist with fundraising initiatives and research efforts. This role is vital in order for Indigo to keep our services running and provide support to our partners, volunteers, and ultimately the refugees we serve. Funding will help us sustain our current operations, and also to grow our pool of volunteers, put on more training for our partners, expand our network of charity organisations receiving Indigo's support and much more.

You will be working with and supported by Indigo's fundraising team, and will be expected to meet twice/week to discuss on progress.

Responsibilities

- Identify potential sponsorship opportunities and assist in developing sponsorship packages to present to local businesses, corporations, and organizations.
- Research and apply for relevant grants, funding programs, and sponsorships. The research will also involve calling any relevant groups.
- Assist in adapting our fundraising materials, including grant proposals, sponsorship pitches, and donor appeal letters.
- Assist in managing donor and sponsor relationships, including maintaining communication, tracking contributions, and providing necessary follow-up.
- Help maintain a fundraising database and generate reports on fundraising progress and outcomes.
- Collaborate with the Indigo team to set and achieve our fundraising goals.
- Provide general administrative support to the team as needed.

Skills & Experience

- Strong interest in cultural diversity, community engagement, and event planning.
- Excellent research and analytical skills, with the ability to gather and synthesize information effectively.
- Strong written and verbal communication skills, with attention to detail.
- Ability to work independently, proactively and collaborate effectively within a team.
- Proficiency in Google functions (Google docs, etc) and familiarity with Salesforce is a plus.
- Previous experience in sales is preferred.

- Prior experience or coursework in fundraising, nonprofit management, or related fields is desirable but not mandatory.
- Interest in working remotely, managing your own time and multitasking.

At Indigo Volunteers we see our differences as our strength.

We are committed to cultivating an equal and fair working environment free from discrimination on the grounds of gender, marital status, race, ethnic origin, nationality, disability, sexual orientation, mental health, religion or age. We believe in promoting a sense of belonging, where our people are heard and valued and diversity of experience and perspective is celebrated.

About Indigo

Indigo Volunteers is a charity that recruits volunteers, supports grassroots organisations, and creates networks along the European refugee route. We believe in the power of ordinary people, and enable them to work together to support refugees and displaced people. We work within a community of remarkable grassroots charities, volunteers, sector experts, and humanitarian organisations that are positively dedicated to supporting communities coping with displacement, inequality, and social injustice. Have a read about us [on our website](#).

OUR VALUES

1. **Human-centred.** We put relationships, lasting collaborations and human wellbeing at the centre of everything we do.
2. **Humility.** We acknowledge that we do not have all the answers; we welcome feedback and strive to continuously learn.
3. **Accountability.** We follow through on our commitments; we are honest and transparent.

To apply, please fill in this [application form](#).