

# Volunteer Role Description - Fundraising Assistant

## Community Leeds After School Study Support (CLASSS)

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**Role Title:** Fundraising Assistant

**Supported by:** Fundraising Coordinator

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### **Main purposes of role**

- Help out with writing funding applications and other fundraising tasks where required, supported by the Fundraising Coordinator

### **Key tasks**

- Help to fill in funding applications as required
- Communicate progress to Fundraising Coordinator
- Actively seek out new funding sources

### **How this role helps our charity**

- We rely heavily on fundraising to pay for the running of CLASSS and therefore this role is very important to us!

### **Skills we're looking for**

- Excellent verbal and written communication skills
- Organised and reliable

### **Time commitment**

- This role is not required within class running hours and would be conducted at home
- It would be ideal for a volunteer tutor who wanted to help out a bit more as required (but also suitable for people who do not volunteer as tutors)
- Time commitment can vary throughout the year depending on different application deadlines