



THE DOULA ASSOCIATION

We have an opening for a Fund-Raising Co-ordinator on the Operational Team at The Doula Association.

We are looking to find someone to join The Doula Association's Operational Team. We meet each week for an hour or so to talk about what we have achieved and plan our to-do list to ensure we are moving forward.

It would be wonderful if you:

- Have a thorough understanding of the Associations Mission, values, and vision
- Have knowledge of Microsoft Teams, SharePoint and Office 365 packages
- Previous knowledge of fundraising (not essential)

Are you good at:

- Working both in a team and remotely
- Communication – both written and verbal
- Problem solving
- Key stakeholder engagement
- Thinking creatively

Key to this role:

Ability to research, identify, assess and develop new fundraising opportunities to diversify and increase revenue streams.

In consultation with The Doula Association Operational Team and members, to plan, develop, implement and coordinate a fundraising strategy.

Set up and manage The Doula Association Fund Raising platform page.

Predicted hours 2-3 hours per week + attendance at Operational Team meetings

Reapplication schedule

It is anticipated that this role will last 12-18 months. You will have an opportunity to reapply for the role should you wish to. If you don't wish to reapply, once a successor is identified there will be a 2–3-month handover.

Remuneration

In return for the work that the Administrator will be doing, they will receive a free listing on The Doula Directory for the time that they are in the role. Expenses will also be considered and should be agreed beforehand.

Please complete this form and we'll be in touch <https://forms.office.com/r/nP9vL9G1ff>