


## Role Description

<b>Role Title:</b>	<b>Corporate Partnership Research Volunteer</b>
<b>Department:</b>	Fundraising
<b>Reports to:</b> 	Head of Fundraising
<b>Location:</b>	Home or Office Based or Hybrid

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### Overall Aim

Housing for Women (H4W) is a charity and a housing provider with a mission to empower women and challenge inequality. We support women through affordable housing, help women and children escaping domestic abuse, survivors of trafficking, women leaving prison and older women.

We are looking for someone to support our Fundraising Consultant with researching to determine the potential for developing new key relationships with enthusiastic and appropriate corporate partners. This will involve desk research and developing a database of potential contacts for our Fundraising Consultant to follow up. Research will be conducted on the internet but may also involve telephone work. Attention to detail will be important for this role and great research and verbal and written communication skills.

If you are looking to gain hands-on experience or support women with your existing experience in corporate fundraising under the guidance, support, and supervision of a friendly and experienced fundraising team, this is the perfect opportunity for you. We will provide relevant training and help you to identify career development opportunities.

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### Key Responsibilities

#### 1. Research and Data Management

- Conduct desk-based research to identify potential corporate partners aligned with Housing for Women's mission and values
- Build and maintain a structured pipeline of prospects using Excel or CRM systems, ensuring data accuracy and integrity
- Gather, verify, and analyse information on companies, decision-makers, and partnership opportunities
- Prepare concise research summaries and reports to support the Fundraising Manager in outreach and engagement

#### 2. Relationship Development Support

- Identify key contacts within target organisations and compile relevant details for follow-up

- Support occasional outreach via email or telephone to verify details or gather additional information

### **3. Administration and Coordination**

- Organise and maintain corporate fundraising files and records in an orderly system
- Keep fundraising systems and databases up to date with accurate and timely information

### **4. General**

- To attend virtual or face-to-face meetings as needed to share progress and align on priorities
- To Act in accordance with Housing for Women's aims, values and policies, including our Equal Opportunities Policy and ethos
- To contribute to a positive and collaborative team environment

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## **Availability and communication**

We are looking for someone who can commit to one or two days a week. We are flexible with the days and hours, but the volunteer will be expected to be able to attend occasional pre-arranged face to face or virtual meetings during regular working hours. The successful candidate should be an effective communicator, maintaining regular contact with the Communications & Research Manager and the Volunteer Coordinator, and responding promptly to reasonable requests.

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## **Benefits of volunteering**

This is a great opportunity for somebody looking to start a career in fundraising. The successful candidate will be provided with a comprehensive introduction to fundraising administration and the charity sector, with full support and training from the Head of Fundraising. Some additional benefits are:

- Experience of working in a supportive and professional environment
- Full induction, support and supervision
- Opportunity to develop new skills
- Relevant training opportunities (i.e., Confidentiality, Data Protection, etc.)

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For more information, please contact **Chryssy Hunter – Volunteer Coordinator**

**Email:** [volunteer4us@h4w.co.uk](mailto:volunteer4us@h4w.co.uk) **Phone:** 0207 7944 804

To apply, please complete this [Volunteer Application Form](#)

### Additional Information

- Core training and induction will be provided prior to commencing the role
- We reimburse genuine out of pocket travel expenses (London zones 1- 6) to and from the place of volunteering and up to £5 a day for lunch expenses

We welcome applications from people of all backgrounds and sections of the community and we particularly encourage applications from senior citizens, ex-offenders, LGBTQ+ people and Black, Asian and Minority Ethnic (BAME) candidates as they are currently under-represented in our Volunteering Programme.

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**Personal specification - some experience, knowledge and skills that would be useful for this role – please refer to these requirements when filling in sections 21 and 22 of the application form.**

<b>Experience and Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience with spreadsheets or CRM systems for organizing and tracking contacts</li> <li>• Ability to verify information and maintain data integrity</li> <li>• Computer literate and good working knowledge of MS Office packages, i.e. Word and Excel as well as Salesforce or other CRM systems</li> <li>• Some experience or understanding of fundraising is preferred but not essential as training will be given</li> <li>• Clear and professional telephone manner for occasional outreach</li> <li>• Competence in structuring data for easy follow-up by the Finance Consultant</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Motivated self-starter with the ability to work independently on own initiative and as part of a small team</li> <li>• Excellent customer care skills</li> <li>• Strong planning and organisational skills with a proven ability to meet deadlines</li> <li>• Flexible, creative and proactive approach to work</li> <li>• Resilient, able to handle conflict and remain calm under pressure</li> </ul>
<b>Personal style and behaviour</b>	<ul style="list-style-type: none"> <li>• An interest in fundraising including corporate fundraising</li> <li>• Personal commitment to the corporate values, vision and objectives of Housing for Women's culture of continuous service improvement</li> <li>• Evidenced commitment to equality and diversity</li> <li>• Sensitivity to working in a multicultural environment</li> </ul>

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