



## **FUNDRAISING ASSISTANT**

PBC Foundation, 2 York Place, Edinburgh, EH1 3EP

Salary: Expenses

Hours: 8hrs per week (one day or two half days)

Create a career in fundraising. Play a role in bettering people's lives during your time volunteering.

### **Who are we?**

Based in Edinburgh's New Town, The PBC Foundation are the only UK charity exclusively dedicated to helping those suffering from Primary Biliary Cholangitis, an autoimmune liver condition. Mostly affecting women, it is a cruel disease. As many as 1:1000 women over the age of 40 may suffer from PBC.

### **Who are we looking for?**

The PBC Foundation is a small Edinburgh based charity which has a global reach. Over the past twenty years we have grown to become regarded as one of the pre-eminent patient groups for PBC sufferers in the world, with members in 71 countries worldwide. However, our current resources for fundraising extends to only one staff member. In order to be able to step up a gear and serve people internationally as best we can, we need to expand our fundraising capacity. As such we are looking for a volunteer who is interested in a career in the charitable sector and wants to gain live experience or who has benefited from professional experience and wants to do something valuable with their spare time. With real responsibility from day one, you will be a key component in the success of the charity moving forward.

### **Main Duties**

- Research and write grant bespoke applications to Trust funds
- Take the lead in preparing and distributing four large fundraising appeals to Trusts.
- Research new avenues of funding.
- Take the lead in supporting community fundraisers.
- Form a key part of our event fundraising team, in our 20<sup>th</sup> anniversary year.
- Ad hoc assistance

### **Key Skills**

- Exceptional written and strong verbal communication skills.
- Self-starter, able to work on own initiative
- Competent use of Microsoft Office
- Basic understanding of budgeting is useful but not essential.

### **What you get in return**

- Real responsibility throughout
- Experience in Trust, Corporate, Community & Events fundraising.
- Mentoring from our Grants Officer
- Personal development sessions with our external consultant

If you are interested, please send your CV and cover letter to us at [linda@pbcfoundation.org.uk](mailto:linda@pbcfoundation.org.uk).