



Lead Volunteer – Data Administration (Fundraising)

**1-2 days per week
(flexible, based in main office at St Michael’s Hospice)**

We are looking for a volunteer data administrator with experience of working with databases, to manage our fundraising data and data entry. Would suit someone who has worked with any CRM system in the past, or who wishes to gain CRM data management experience. You would be a part of our vibrant and busy fundraising team, and there will be lots of opportunities to learn.

Responsibilities:

- Donations data entry and thank you letters
- Importing data from external platforms
- Scanning and uploading correspondence
- Reports generation

Skills/Experience:

- CRM experience desirable (training will be provided)
- Good IT skills essential, including databases, excel, word and email (experience using Office 365 desirable)

If you are interested in this volunteering role, please complete and return our [Volunteering Application Form](#).

If you require further information, contact Jenny Price jennyprice@saraleetrust.org