



Volunteer Opportunity: CAY Friends Liaison & Development Officer

Hours: Approximately 4 hours per month

Location: Flexible / remote

Role: Volunteer

About the role

CAY is looking for an enthusiastic and personable volunteer to become our Friends Liaison & Development Officer.

Our “Friends” are valued supporters of CAY and include both private individuals and corporate organisations who believe in our work and want to help us make a difference.

This is a rewarding opportunity for someone who enjoys building relationships, communicating with people and helping a community organisation grow its network of supporters.

What will you do?

Working for around 4 hours per month, you will help us to nurture and develop CAY's Friends network.

Your responsibilities will include:

- Keeping existing Friends connected with CAY through regular, friendly communication and updates.
- Helping our Friends to understand the difference their support makes and keeping them engaged, valued and motivated.
- Identifying opportunities to strengthen relationships with existing individual and corporate Friends.
- Developing new Friends, including approaching potential private supporters and local businesses/corporate organisations.
- Helping to introduce prospective Friends to CAY, our work and the opportunities available to support us.
- Maintaining a simple record of contacts and conversations, ensuring that relationships are followed up appropriately.
- Working with CAY's team to identify opportunities for Friends to become more actively involved.

Who are we looking for?

You don't need to have previous experience in fundraising or charity work. We are looking for someone who is:

- Friendly, confident and comfortable communicating with a wide range of people.
- Enthusiastic about CAY and able to communicate our work with passion.
- A good listener and relationship builder.
- Organised and reliable.
- Comfortable making contact with individuals and businesses.
- Able to work independently while keeping in touch with the CAY team.
- Interested in helping CAY develop its network and increase its impact.

Most importantly, you will be someone who genuinely enjoys connecting people with a worthwhile cause.

What are the benefits?

Although this is a voluntary role, it offers some valuable personal and professional benefits, including:

- Make a real difference: Help CAY build a strong and committed community of supporters.
- Build your network: Develop relationships with individuals, businesses and community organisations.
- Develop valuable skills: Gain or strengthen experience in relationship management, communication, networking and fundraising.
- Professional development: Build experience that can enhance your CV and demonstrate initiative, leadership and community involvement.
- Flexible commitment: Around just 4 hours per month, making this a manageable role alongside work, family or other commitments.
- Be part of something positive: Become an important link between CAY and the people and organisations who support its work.
- Meet interesting people: Connect with a diverse range of individuals and organisations who share an interest in supporting CAY.
- Personal satisfaction: Know that your time and relationship-building skills are directly helping CAY to grow and achieve more.

Interested?

If you are a people person who enjoys making connections and would like to help CAY grow its community of supporters, we would love to hear from you.

This is a small time commitment with the potential to make a significant difference.

To express your interest or find out more, please contact us:

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