



Terms of Reference

Job Title: Face to Face Fundraiser (Volunteers)
Location: Lagos & Abuja
Responsible to: Resource Mobilisation Coordinator
Line Management: Not applicable
Duration: Initial 3 months

Key duties:

- Generating funds through the face to face fundraising technique using the prescribed products by ActionAid
- Communicating effectively to prospects the activities of the organisation as trained periodically. Participating in all fundraising, public engagement and other ActionAid activity as required
- Achieve agreed upon targets for acquisition
- Identify potential locations for running fundraising activities for the team
- Playing an active role in the overall target achievement of the team
- Ensuring that every field generated information is properly entered in the appropriate forms or database
- Ensuring confidentiality of information pertaining to ActionAid and personal data in the course of this role
- Taking responsibility for all equipment allocated or used in the role
- Representing ActionAid in a responsible manner as per the values and norms
- Compliance and adherence to all policies, guidelines and codes of conduct required for this role
- Managing and updating databases to record supporter contact and preference information
- Any other responsibility as may be assigned

Signed by: _____
Face to Face Fundraiser

Signed by: _____
Resource Mobilisation Coordinator