



## Volunteer Role Description

Role title:	<b>Supporter Relations Coordinator</b>
Purpose of role:	To encourage supporters to maintain and extend their support for PaganAid.
Reporting lines:	Reports to the Board of Trustees via the Chair.
Main duties:	<ol style="list-style-type: none"> <li>1. To develop a Supporter Relations plan for approval by the Board.</li> <li>2. To produce regular e-newsletters and mailings for different groups of supporters, keeping them informed about PaganAid activities and encouraging deeper involvement.</li> <li>3. To contact non-financial supporters and encourage them to make a regular monthly donation.</li> <li>4. To contact regular givers when their direct debit has expired and encourage them to renew their contribution.</li> <li>5. To report regularly to the Board on the numbers of new, current and lapsed supporters and the actions taken to retain and extend their support.</li> </ol>
Skills and qualities needed:	<ol style="list-style-type: none"> <li>1. Passion for sustainable development and PaganAid's mission.</li> <li>2. Excellent writing skills, able to express ideas simply and attractively.</li> <li>3. Appreciation of good design and the use of images.</li> <li>4. Confident computer user, able to use (with appropriate training) our CiviCRM supporter database and our Wordpress website.</li> <li>5. Willing and able to be a Trustee of PaganAid.</li> </ol>

Note that all volunteers are required to read PaganAid's Volunteer Policy and Communications Policy, and agree to act with honesty and without discrimination, in line with PaganAid's values and with its best interests at heart.

The policies can be downloaded from our website: [www.paganaid.org/about-us/policies/](http://www.paganaid.org/about-us/policies/)

*Agreed in ... (to be reviewed in September 2018)*