



Fundraising and Volunteer Manager

Location: Hybrid - South Kensington / Remote

Initial 6-month contract with view to permanent position

3 days a week, flexible hours possible. One day per week in South Kensington

£30 - £40k FTE, depending on experience

The LATA Foundation was established in 2007 by members of the Latin America Travel Association (LATA) to support social and conservation projects throughout Latin America. Run entirely by volunteers, the foundation is proud to have donated over £550,000 to carefully chosen and vetted projects. We are now looking to build on our success and develop our first paid position.

The LATA Foundation is recruiting for a Fundraising and Volunteer Manager to:

- Source and on-board new regular donors
- Increase donations
- Co-ordinate the work of the volunteer teams to improve effectiveness
- Improve our donor communications
- Be our spokesperson and advocate

There are three key elements to the role:

- Fundraising
- Donor Communications
- Volunteer Management

Fundraising:

- Sourcing and on-boarding new regular donors
- Devising new initiatives / strategies for fundraising
- Working with the fundraising team to plan and execute initiatives
- Supporting fundraising events
- Maximising opportunities to engage LATA members, such as LATA EXPO

Donor Communication:

- Devising structure and schedule for donor comms and ensuring delivery
- Ensuring delivery of newsletters / e-shots / messaging
- Maintaining current donor relations
- Developing targeted mailing lists
- Overseeing social media presence
- Overseeing collateral and presentation updates

Volunteer Management:

- Supporting and enabling the LATA Foundation teams: projects, fundraising, trustees
- Ensuring regular meetings, minute taking and prompt follow ups
- Disseminating information across the teams
- Co-ordinating work of whole LATA Foundation team to ensure effectiveness and efficiency
- Monitor the foundation's enquiries inbox

Candidates must have:

- Experience of charity sector, particularly fundraising
- Great organisational skills
- Experience of managing a team/volunteers
- Excellent communications skills - verbal and written
- Networking skills
- Events experience
- Computer skills including: PowerPoint, Word, Excel, Mail Chimp
- Experience managing digital communications and social media
- Willingness to attend some out of hours events
- Willingness to travel to London office and other UK destinations and events as needed

It is desirable, but not essential, for candidates to have:

- Travel industry experience
- Knowledge of Latin America
- Proficiency in Spanish and / or Portuguese

