

## **Helium Arts: Volunteer Fundraising Research Assistant** **(<https://www.activelink.ie/node/113640>)**



### **Volunteer Fundraising Research Assistant**

**Organisation:** Helium Arts

**Location:** Remote (with the opportunity to attend quarterly staff days in Mullingar, Co. Westmeath)

**Position Type:** Volunteer (Part-Time)

**Time Commitment:** 8-16 hours per week

**Closing Date:** Thursday, February 20th, 2025

### **About Helium Arts:**

Established in 2010, Helium Arts empowers children living with lifelong physical health conditions through creativity and the Arts, and gives them an opportunity for connection, belonging and imagination.

### **Role Overview:**

Helium Arts is seeking a passionate and motivated Volunteer Fundraising Research Assistant to support our fundraising efforts. This new role will involve researching potential donors, individuals, corporates and grant opportunities to help develop a pipeline of possible supporters who may be interested in funding our art programmes and initiatives. You will be working closely with our Development Team to identify key potential sources, which will contribute to the growth of our organisation's funding base to support children with lifelong health conditions.

### **Key Responsibilities:**

- **Conduct Research:** Research to identify potential individual, corporate, and foundation donors that align with Helium Arts' mission to generate creative encounters for children with lifelong health conditions to improve wellbeing and creativity.
- **Qualify Donors:** Analyse and determine potential donors in different sectors (e.g. healthcare etc.) and their capacity to give, their giving history, relevant key contacts to them and identify any other information of relevance.
- **Prospect Development:** Organise and analyse prospects into files/report identifying clear and concise details on them and their giving, as well as develop an engagement action plan for Helium Arts. Ensure these files are kept up to date on an active pipeline database of master prospects.
- **Collaborate with the Fundraising Team:** Meet with the Development Manager at regular intervals to share findings, and identify and consider new opportunities.
- **Maintain Database:** Help track and update our donor database, ensuring all new research by you is accurately recorded and easily accessible to the Team. Database is currently on Google Workspace but is moving to HubSpot.
- **Provide General Administrative Support:** Assist with additional administrative tasks, such as preparing materials for donor outreach or special events, if needed.

### **Skills and Qualifications:**

- Strong research skills, with the ability to dig into detailed sources and distill key information
- Ability to identify and act on potential opportunities quickly, and to focus on solid leads
- Excellent written and verbal communication skills, and fluent English
- Detail-oriented and highly organised
- Ability to work with databases, spreadsheets, and other tools to organise and manage research findings
- Proficiency with Google Workspace

- An interest or background in philanthropy, not for profits or the arts in Ireland is desirable
- Knowledge of funding sources for arts, health and children's sector (e.g., high-net worth individuals, corporates and other donors) is a plus, but not required
- Self-motivated and able to work independently, with a passion for supporting Helium Arts' work for children with lifelong health conditions.

## **Commitment:**

- The position is volunteer-based with flexible hours (typically 8-16 hours per week)
- This role can be carried remotely, anywhere in the Republic of Ireland
- We would ask for a minimum commitment of one year in the role.

## **Benefits:**

- Gain hands-on experience in nonprofit fundraising and research within the arts/health sector.
- Develop skills in donor research, prospecting and fundraising strategy
- Training on HubSpot can be provided
- Induction provided and ongoing support provided by the Development Manager and Grants and Development Coordinator
- Work with a dynamic and passionate team dedicated to Helium Arts' mission
- Access to training and networking opportunities
- Access to Helium Arts' Employee Assistance Programme.

## **To Apply:**

Please submit your CV and a brief cover letter explaining relevant experience and your interest in the role to [hr@helium.ie](mailto:hr@helium.ie) (<mailto:hr@helium.ie>) with the subject line: Volunteer Fundraising Research Assistant

**Deadline for Applications is Thursday February 20th 2025.**

### **Region**

Remote / Mullingar, Co Westmeath

### **Date Entered/Updated**

5th Feb, 2025

### **Expiry Date**

20th Feb, 2025

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**Source URL:** <https://www.activelink.ie/community-exchange/volunteering/113640-helium-arts-volunteer-fundraising-research-assistant>