

AMF – Volunteer Opportunity



Position: Donations Administrator
Basis: Volunteer
When: From now
Where: Your home/office
Commitment: 6 to 10 hours a week, ideally long-term (at least a year)
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Summary

The donation administrator takes primary responsibility, working with the head of technology, for entering and cutting and pasting information relating to donations and donors from bank statements and other reports into AMF's donation system.

It is a crucial task that allows AMF to have real-time information on donations and finances as well as facilitating communication with all donors for whom we have contact information to allow them to track exactly where the nets they fund are distributed. It requires an individual with an unusual ability to focus on detail and work very accurately to avoid errors.

This work can be carried out from the volunteer's home and needs no specialist equipment, just a computer and an internet connection.

Detail

The majority of the donations AMF receives are received online via credit and debit card, and automated systems deal with the issuing of receipts by email and the inclusion of the donations in annual accounts totals and reports without the need for staff intervention. Our automated systems also deal with the allocation of all individual donations to specific distributions so, importantly, donors can follow exactly where the nets they fund are distributed.

In addition, AMF receives in its eight global bank accounts via bank transfer and cheque, a significant number of one-time and recurring donations. These donations require some manual processing in order to ensure details for these donations are included in the same database as the online donations.

We leverage technology significantly to minimize the work involved - there is a sophisticated set of screens and tools that minimize data-entry time and the chance of data-entry error.

The details that need transferring from bank statements and other reports to our database system include name, address, donation amount and currency.

An attention to detail is critical and a comfort with working with numbers and sets of data is key.

Whilst it is not possible to make major, unfixable errors, attention to detail and an ability to carry out the data entry/transfer accurately and error-free is key to working as efficiently as possible.

Full support and training would be given by the two experienced members of the AMF team.

Time commitment

1-2 hours a day, 6-10 hours per week – this can fluctuate somewhat during the year. Ideally, a long-term commitment (at least a year).

It is possible for the work to be concentrated into 2 or 3 days per week (and therefore several hours on each of those days) but we would prefer daily (weekday) updates to be the norm for most weeks.

We have two individuals (one a full-time member of staff and one a volunteer who has been leading this work over the last two years) who have the ability to carry out this work and they can step in when required so this is a volunteer opportunity where there is back-up. We are seeking a volunteer to take over this work as there is other work we wish to develop with the existing volunteer.