

Job Advert: Community and Events Fundraising Manager (Volunteer)

Heroes Help – Fundraising & Business Development Directorate

Location: Remote/Hybrid (Nigeria-wide)

Reports to: Director of Fundraising & Business Development

Type: Volunteer Position

Job Profile

The Community and Events Fundraising Manager is a dynamic and people-focused volunteer role within the Fundraising and Business Development Directorate of Heroes Help. This role supports both charity-led and community-led fundraising initiatives, helping to raise vital income through events, challenges, and grassroots engagement. The Manager will organise national and regional events, support volunteers with toolkits and stewardship, and partner with community groups and veterans' networks to maximise impact. This is an exciting role for someone with energy, creativity, and a passion for engaging the public.

Key Accountabilities / Responsibilities

- - Organise and deliver Heroes Help-led fundraising events including runs, cycles, and treks.
- - Support and guide community fundraisers on their own events such as bake sales, raffles, and sponsored challenges.
- - Create and distribute fundraising toolkits and promotional materials.
- - Provide stewardship, motivation, and resources to supporters and volunteers.
- - Build and maintain partnerships with regional Armed Forces associations, cadets, and community networks.
- - Coordinate event logistics, risk assessments, and materials distribution.
- - Collaborate with the Communications team to promote events and participant stories.
- - Track event KPIs and supporter feedback to inform future planning.

Competencies Required

- Essential:
 - - Strong organisational and planning skills.
 - - Good communication and interpersonal skills.
 - - Ability to motivate and work effectively with volunteers.
 - - Creative and proactive in developing new engagement ideas.
- Desirable:
 - - Experience in event coordination or community fundraising.
 - - Familiarity with Armed Forces or veterans' communities.
 - - Basic knowledge of digital tools for promotion or registrations.

Qualifications, Knowledge, Skills and Experience

Category	Essential	Desirable
Qualifications	Degree or any qualification in Event Management, Communications, or related field	Certification in fundraising, marketing or event planning
Knowledge	Understanding of community fundraising or event management principles	Knowledge of the military charity or Armed Forces support landscape
Skills	Event planning, stakeholder engagement, logistics coordination	Social media or digital marketing for events
Experience	Experience supporting or managing fundraising or public events	Experience working with volunteers or regional community groups

Benefits of Volunteering with Heroes Help

- - Be part of inspiring and impactful events supporting Nigeria's military families.
- - Gain hands-on experience in event and volunteer management.
- - Connect with a vibrant community of supporters and professionals.
- - Flexible schedule with remote working options.
- - Certificate of Service and letter of recommendation available upon request.

To apply, please send your CV and cover letter to: enquiry.heroeshelp@gmail.com

Subject: Community and Events Fundraising Manager – Volunteer Application