

Bromley & Croydon Women's Aid

JOB DESCRIPTION

JOB TITLE:	Fundraising Assistant	
DEPARTMENT:	Management & Administration	Salary: £28,000 to £30,000 (FTE)
REPORTS TO:	Fundraising Manager	Hours: part-time 21 hrs per week, this can be split over 3 or 4 days
RESPONSIBLE FOR:	No direct reports	Location: hybrid working with at least 1 day a week at BCWA head office in London SE20
MAIN PURPOSE OF JOB		
To support the Fundraising Manager to deliver BCWA's fundraising strategy and grow BCWA's charitable income.		
PRINCIPAL ACCOUNTABILITIES		
<p>Job Summary:</p> <p>Working closely with and reporting to the Fundraising Manager, the Fundraising Assistant will help to generate income for the charity, whether that's through large corporate partnerships or smaller one-off donations from members of the public.</p> <p>This is a newly created role with plenty of variety and responsibility, from writing bid applications and reports, to coordinating events and producing marketing materials. The individual will also play a crucial role in the implementation of a customer relationship management (CRM) platform to ensure accurate and up-to-date donor information is collected and stored.</p> <p>Ultimately, we're looking for an ambitious person who can adapt, acquire new skills and develop professionally as the role evolves over time.</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none">• Fundraising administration including gift processing, donor thanking and stewardship.• Engaging with existing and new supporters to maximise fundraising potential.• Researching individuals and organisations for optimal support.• Assisting in organising fundraising campaigns and events.• Raise awareness of the charity by participating in local community events.• Collecting in-kind donations from community groups, as and when needed.• Research trusts and foundations and write targeted applications to support our programmes and achieve fundraising income targets.• Assisting with the implementation of a customer relationship management (CRM) system and ensuring donor records are up to date. <p>General Duties:</p> <ul style="list-style-type: none">• Act in a professional manner whilst on duty and act in a way that reflects BCWA's aims and values.• Develop positive working relationships with BCWA's staff, funders, stakeholders and partner organisations.• Ensure that all activities undertaken on behalf of BCWA, externally or internally, are in line with the overall aims of the organisation and with policies and procedures.		

- Participate in training and other activities as requested.

NB. Please note that occasional evening and weekend work may be required.

This job description is an accurate reflection of the responsibilities of the post at the time of writing but may be subject to change from time to time to meet the changing requirements of the Organisation.

PERSON SPECIFICATION

JOB TITLE:	Fundraising Assistant
-------------------	------------------------------

REQUIREMENTS	
SECTION	CRITERIA
Education & qualifications	Essential: <ul style="list-style-type: none"> • Relevant training or experience
Experience, knowledge, understanding	Essential: <ul style="list-style-type: none"> • Experience of providing high quality written material • Experience of working in a fundraising, sales or customer facing role • Experience of building and maintaining strong relationships • Experience of working within a team and individually to achieve success Desirable: <ul style="list-style-type: none"> • Understanding of women's issues within a domestic violence and abuse context • Experience of using a fundraising or CRM database • Experience working in a charity environment • Knowledge and understanding of GDPR and compliance • Knowledge and understanding of Feminism
Technical & professional skills	Essential: <ul style="list-style-type: none"> • Excellent computer skills and experience using a wide range of computer packages, including Microsoft packages. • Ability to use databases skillfully and confidently to maximise fundraising and contribute to the effective utilisation of the CRM database • Excellent interpersonal skills, ability to liaise with people at all levels, on the telephone, face to face and in writing. • Ability to carry out thorough research to keep-up-to date with new fundraising opportunities • Excellent attention to detail and accurate record keeping • Ability to prioritise tasks and manage a busy workload
Personal attributes	Essential: <ul style="list-style-type: none"> • Work enthusiastically as part of a team and form effective and constructive working relationships across the whole organisation and wider networks • Flexible and proactive attitude to work • A demonstrable commitment to human rights, gender equality and social justice

	<ul style="list-style-type: none">• Ability to motivate, influence and persuade others
--	--