

Job details

Job title	Campaign Executive
Contract	Fixed Term - 6 months - with potential for 12 months linked to funding
Hours	35 hours per week
Location	The Dellow Centre, London, E1 7SA
Disclosure	Basic
Pension	Auto enrolment from day one into the People's Pension

Role purpose

- To support the Fundraising Team to deliver an ambitious fundraising capital campaign.
- Undertake campaign activities by producing online and print communications, assisting in project planning and ensuring the database is kept up-to-date and accurate.

Key responsibilities

- Supporting the Fundraising Team across all income streams and work packages, including preparing meeting briefs, developing case studies, writing 'thank you' letters and event planning.
- Supporting a programme of stewardship activities to ensure that relationships with donors are well-maintained and developed.
- Completing regular reporting for senior managers.
- Creating communications for the fundraising campaign, including website copy, proposals and newsletters.
- Managing mailing lists.
- Liaising with multiple internal teams to ensure successful delivery of campaign fundraising activities.
- Working collaboratively with fundraising colleagues to deliver a high-quality stewardship programme for supporters.
- Maintaining the donor database effectively with all relevant contacts, correspondence and documentation.
- Following administrative procedures for database usage and reporting.
- Supporting with general team administration and ad-hoc support for other fundraising campaigns.
- Ensure full compliance with internal policies and procedures, including financial monitoring and data storage.
- Ensure full compliance with all relevant external regulations, including General Data Protection Regulations (GDPR) and the Fundraising Code of Practice and any other relevant charity and statutory legislation.
- Represent Providence Row at relevant meetings, events and conferences and maintain effective communication with funders and partners.
- Attend occasional evening meetings, events and functions where reasonably required.

- Undertake other duties that fall reasonably within the scope and grade of the post.
- Work in accordance with Providence Row's values, policies and procedures.

Person specification

Knowledge and Experience	
Has at least 12 months experience working in a community, charity or other related environment	Essential
Excellent analytic, written, communication, interpersonal and presentation skills	Essential
Excellent proposal writing skills and the ability to write compelling cases for support and grant/partnership reports	Essential
Energy, enthusiasm, tenacity and initiative	Essential
Excellent time management and prioritisation abilities	Essential
Excellent verbal communication and presentation skills	Essential
Ability to use software packages competently including Office 365 (Excel, Word, PowerPoint)	Essential
Commitment to the core values of Providence Row and a passion for working with people impacted by homelessness	Essential
Competencies	
Good attention to detail, ensuring accuracy and precision in all tasks and documentation	Essential
Able to work to deadlines and within defined standards	Essential
Is proactive and takes the initiative to gain the information needed for the role, with a flexible and "can do" attitude	Essential
Independently able to identify challenges and use initiative to implement effective solutions	Essential
Can communicate and negotiate professionally and effectively with a range of internal and external stakeholders	Essential
Demonstrates emotional intelligence, understands the needs of others and recognises the impact of their behaviour on others	Essential
Takes the time to understand difficulties without pre-judgement and with a view to overcoming them	Essential
Welcomes and seeks to involve everybody, whatever their background, presenting issues, ethnicity, nationality or faith	Essential

Acts fairly and promotes justice within the organisation and in relation to the needs and rights of people who use our services	Essential
Is accountable, trustworthy and dependable for their own performance	Essential