

magic breakfast

fuel for learning

Fundraising & Development Department Coordinator Job Description and Person Specification

Reporting to: Director of Fundraising and Development

Location of work: Remote with ad hoc time in the office for team days, events, campaigns and organisation away days

Contract type: Ideally full-time, 35 hours per week, although part time / flexible hours may be considered. The role may require occasional evening and weekend work.

Contract Length: Permanent

Salary: £31,500

BACKGROUND

The latest research suggesting that the number of children and young people at risk of hunger has rocketed to three million means that one in five children don't have enough to eat.

When a child is too hungry to learn, when they're aching for something to eat, they can't concentrate. They can't absorb information. Big feelings and worries can be impossible to control. They fall behind in their studies.

Magic Breakfast provide a nutritious and filling breakfast to over 200,000 children and young people every school day. We work with schools in areas of high disadvantage, helping staff target the children most in need without barrier or stigma.

Magic Breakfast are ambitious to grow our impact in order to remove hunger as a barrier to learning for all children and young people in the UK. To do this, we need to continue to grow our fundraised income, of which new corporate income is a significant element.

JOB PURPOSE

The Fundraising and Development department is responsible for ensuring Magic Breakfast's on-going sustainability through the generation of income and other critical non-financial support. The Department Coordinator will work closely with the Director of Fundraising and Development and other members of the Fundraising Leadership to facilitate closer alignment across the department, help unlock and enable income growth, whilst also providing administrative and coordination support to the team more broadly. The successful candidate will also play a critical role in developing and delivering the department-wide calendar of stewardship events, working with colleagues from across the major gifts team to identify opportunities to connect our supporters even further with the impact of our work

KEY RESPONSIBILITIES:

Department Coordination

- Work closely with the Director of Fundraising to coordinate effective planning and management of the Fundraising & Development strategy by coordinating quarterly review and monthly CMG meetings, including management of actions, minutes and agendas

- Support with the coordination, diary management and planning for any department away days, planning or reflection sessions
- Identify opportunities to add value, enhance efficiencies and reduce siloed working across the department, for example through collaboration and resource/ knowledge sharing
- Manage all aspects of the monthly Fundraising team meetings, ensuring they have maximum impact for all individuals and the organisation.
- Provide project management support for significant team level projects such as developing timelines and project plans. Examples include department contributions to the annual report and managing the timeline and meetings for our next giving campaign
- Work across the department to identify any gaps or updates required for process/ 'how-to' documents
- Act as a systems and process champion, providing training to colleagues where necessary

Supporter Care

- Support the Fundraising Officer where necessary to act as the key welcome point to people reaching out to support Magic Breakfast, responding to enquiries received on the phone, escalating and triaging queries where necessary.
- With support from across the Department, develop and deliver a calendar of department wide engagement events, including group school visits, festive drinks and our online 'Magic Mornings' - a speaker series where we invite funders to hear more about our work.
- Lead on the planning, review and learning capture/ sharing for all events
- Work with the Head of Philanthropy to review cross-departmental stewardship and identify opportunities for improvement, collaboration and alignment to key objectives, either through events or other activities.
- Ensure that all confidential donor data is stored and handled in accordance with data protection regulations and all records retained on Salesforce where required.

Fundraising Administration

- Provide general administration support to the Fundraising & Development department, working in collaboration with the admin network across the organisation. Potential tasks may include but are not limited to booking team transport and accommodation and arranging meeting rooms
- Develop and maintain accurate and efficient administration systems and tools to support the department, for example our intranet section
- Manage the Department's resources and order supplies
- Assist the Gifts Officer with gift processing when required, including the processing of cheques, sending acknowledgements, and adding gifts to our CRM, Salesforce
- Administrative support to the Director of Fundraising and Development as required, including pulling reports and occasional diary management
- Ad-hoc support to other team members.
- Support the department with scoping and research for new fundraising products or initiatives

- Make purchases on behalf of the Fundraising and Development department in adherence with internal budget approval processes and delegation of authority

General:

- Support the Fundraising & Development team by attending events and working on collaborative initiatives
- Attend meetings and cross-team working groups to represent the Fundraising and Development Department and its interests
- As requested, provide regular updates to key stakeholders
- Ensure compliance with data protection regulations
- Occasional work outside of regular office hours and at weekends
- Exemplifying through behaviour our values-led culture that encourages curiosity, engagement, positivity and continuous improvement underpinned by a commitment to social impact, ensuring that children and young people are at the heart of everything we do.
- Working collaboratively across the organisation to build good working relationships.
- Actively contributing to team meetings and supporting team members where necessary.
- Participating in occasional work-related events at external venues.
- Undertaking any other duties commensurate with the role.
- Adhering to all Magic Breakfast policies and procedures.

PERSON SPECIFICATION**Skills and abilities**

- Ability to manage multiple tasks simultaneously and work to deadlines.
- Strong interpersonal skills to build effective working relationships with a range of stakeholders, a collaborative team player.
- High level of competency in the use of Microsoft.
- Confidence in using Microsoft Word IT packages.

Knowledge and experience

- Experience of working for a charity desirable but not essential.
- Experience or knowledge of administration within fundraising desirable but not essential.
- Experience using Salesforce / similar CRM or an aptitude for learning new software quickly.
- High level of competency in the use of Microsoft.
- Experience of working in an administrative role.
- Share Magic Breakfast's commitment to Diversity, Equality and Inclusion within the workplace.
- Experience organising online and in person events.
- Experience of working well collaboratively within a team.

Other

- Passion for Magic Breakfast's mission of ensuring that no child is too hungry to learn.
- Enthusiasm for delivery a high standard of supporter care.
- Shared commitment to our values and active contributor to our enabled and empowered culture
- Experience of working for a charity desirable but not essential.
- Experience or knowledge of administration within fundraising desirable but not essential.



