

JOB DESCRIPTION



Job Title: Fundraising Administrator
Reports to: Head of Fundraising
Based at: RDA National Office (Lowlands Equestrian Centre, Warwickshire) – option for hybrid working with a minimum of 2 days a week office based
Hours: Full time (37 hours) / Part time options available
Contract Type: Fixed Term Contract – 6 months
Salary: £22,070 p.a. equivalent

About RDA

At Riding for the Disabled Association (RDA), our horses benefit the lives of over 20,000 disabled children and adults. With fun activities like riding and carriage driving, we provide therapy, fitness, skills development and opportunities for achievement – all supported by 13,000 amazing volunteers and qualified coaches at approximately 400 RDA centres all over the UK.

RDA is an inclusive and diverse organisation. We welcome participants with physical and learning disabilities and autism, and there are no age restrictions. Through our network of member groups, RDA is at work in every corner of the UK, in our cities and remote rural areas, bringing the therapy, achievement and fun of horses to as many people as we can.

We are a charity, and we can only carry out our life-changing activities thanks to the generosity of our donors, the dedication of our volunteers and the good nature of our fantastic horses.

Role Purpose:

We are looking for an enthusiastic and organised Fundraising Administrator to join our Fundraising Team. The successful candidate will have strong communication and organisational skills, as well as the ability to quickly integrate into the team. This role will focus on supporting the fundraising team with administration activity, delivering high quality corporate volunteering days and helping the team to achieve our ambitious fundraising targets.

This role would suit someone eager to start a career in fundraising or expand their expertise in this area, particularly individual giving and corporate fundraising.

Specific Responsibilities

- Provide administrative support to the Fundraising Team, including sending thank you letters and monitoring of the team inbox.
- Provide excellent supporter care to RDA donors through regular communications and prompt response times, with a focus on our individual donors and corporate partners.
- Coordinate Corporate Volunteering days alongside the Corporate Manager and National Training Centre Manager.

- Assist with donor management, including completing donor due diligence and data entry into our Customer Relationship Management (CRM) system.
- Work closely with the Communications team to coordinate donor newsletters and social media posts, and to manage mailing lists.
- Ensure the fundraising content on the MyRDA intranet system is up to date, through coordination of content with the fundraising team and making changes where necessary.
- Support our key fundraising events where needed, such as the London International Horse Show.
- To demonstrate the values and cultural aspirations of RDA, and ensure consideration is given to our charitable aims and objectives in all activity undertaken.
- To undertake other duties as determined by the line manager from time to time.

Person Specification

Essential Criteria:

- Excellent organisational skills
- Confident with face to face, telephone and email conversations
- Ability to build positive relationships internally and externally
- Able to multi-task
- High degree of computer literacy (MS Office 365)
- Enjoys working as part of a busy and dynamic team
- Excellent attention to detail
- Experience of working to deadlines
- Able to use initiative
- Strong time-management skills
- Excellent interpersonal skills
- Empathy with aims and values of RDA

Desirable Criteria:

- Good working knowledge of MS SharePoint
- Use of databases
- Appreciation and knowledge of equality, diversity and inclusion
- Previous customer service experience
- Enjoys building professional relationships