

# FUNDRAISING ADMINISTRATIVE ASSISTANT

## Job description and person specification

Imagine being told that you, or someone you love, is losing their sight. In that moment, two profound questions demand urgent answers:

- Can this be stopped?
- How will I live my life?

Currently, research into preventing and treating sight loss is chronically underfunded, receiving a mere 1.2% of publicly funded health research grants: people who are blind or vision impaired are three times more likely to experience loneliness and isolation than the general population.

We find and fund the brilliant minds and bright ideas that put change in sight. Our researchers are at the forefront, making breakthroughs and discoveries that will prevent, treat and cure eye disease. The partnerships we build and initiatives we support are changing life for blind and vision impaired people.

We are Fight for Sight: we won't stop until we: **Save Sight. Change Lives.**

We have a clear ambition and have the support of [well-respected and highly engaged ambassadors](#). We are now looking for experienced, committed, and creative individuals to join our dynamic team to help realise a new five-year growth strategy. **If you want to be part of something impactful, we'd love to hear from you.**

The Fundraising Administrative Assistant forms an integral part of our Fundraising Team. We are looking for a driven, committed, and creative individual to join our dynamic team as we devise and launch a new five-year strategy. You'll be part of something impactful and a key support within the fundraising team.

The Fundraising Administrative Assistant will play a crucial role in the future growth of our charity and the impact that we can achieve through partnerships for people with sight loss. You will be a key part of a growing fundraising team providing support across the team.

**Responsible to:** Individual Giving Manager

**Direct reports:** None

**Working hours and contract:** This is a permanent full-time role (35 hours per week). We will consider part-time and flexible working arrangements.

**Salary:** £25,000 - £26,500 (depending on experience)

**Location:** Central London with some remote working. A minimum of two days required in the office, 50 Leman Street, London E1 8HQ.

**How to Apply:**

Please submit your CV and a covering letter, with the subject header:

**Fundraising Administrative Assistant application** to:

recruitment@fightforsight.org.uk

Your covering letter should include a supporting statement (max two pages) comprising why you think you are an ideal candidate for the role, what applicable experience you'll bring and why you want to work for Fight for Sight?

**Closing date for applications:** Thursday, 9 July 2026 at noon

Early applications are encouraged. We will be shortlisting on a rolling basis; therefore, we will close the vacancy as soon as we have found the right candidate.

**Interview dates:** 16-17 July 2026 (TBC)

**The interview process is as follows:**

- **1st Interview:** Online with recruiting manager and fundraising colleague.
- **2nd Interview and an informal meeting with colleagues:** Face to face in London E1 8HQ with line manager and other members of the fundraising team on **Wednesday, 22 July (TBC)**

## **Role Responsibilities**

### **Supporter Development team**

- Support the Individual Giving Managers and Legacy Giving Manager with day-to-day communications with our donor base, including timely database administration to capture communication preferences and personal details.
- Support the Database team with data and financial processes, including recording and batching donations, generating reports, contributing to supporter journeys and reconciling income.
- Liaise with design and print suppliers to source quotes and deliver appeals and other campaigns.
- Support the Supporter Development team in-person in the office, with the processing of direct marketing appeal responses, including banking of donations and sending thank you letters.
- Work with the Individual Giving Managers to implement supporter journeys to encourage further support to the organisation.
- Support the Individual Giving Managers in building emails using the charity's email marketing platform.

### **Philanthropy team**

- Use a CRM database to effectively administer and manage event and community enquiries and activities.
- Work with the Events and Community team to send out literature and parcels to community groups and event participants in an efficient and timely manner.
- Support with logistics for virtual and in-person events as required.
- Work with suppliers to order new fundraising materials. Be responsible for managing and replenishing fundraising merchandise and stock.
- Helping the team to source prizes and goods for community and challenge events.
- Provide financial admin support to the Philanthropy team including batching and reconciling incoming payments.
- Provide general administration support across the Philanthropy team as required, including printing and posting items.
- Update the database and provide CRM reports as required.

## Wider fundraising

- Answering inbound calls as part of the head office call team, at least three days per week, and responding to or triaging enquiries to be resolved in a timely manner.
- Support the Supporter Care Officer in dealing with external enquiries and managing internal post, including sorting incoming post and organising outgoing fundraising post from head office.
- Provide general administration support across the fundraising team as required.
- Be responsible for the fundraising team's 1Password folder, ensuring it is consistently updated.
- To work in compliance with the Fundraising Regulator's Code of Practice and data protection legislation.

## Person specification

### Desirable skills, knowledge & experience

- Excellent communicator in formal and informal communications, both verbally and in writing, to all stakeholders.
- Proven ability to engage, inspire and enthuse a range of supporters.
- A commitment to undertake training where required and an enthusiasm for new challenges and experiences.
- Excellent interpersonal skills with the ability to build rapport.
- Strong project management and prioritisation skills.
- IT literate with experience of Word, Excel, PowerPoint, Publisher, Outlook, and databases.
- A commitment to our values: Together we are bold, tenacious, informed and optimistic.
- Experience of using a CRM database to support relationship management.
- Understanding of the charity sector and associated fundraising technique.

### Personal qualities

- An understanding of and commitment to blind and vision impaired people.
- A passion for fundraising and wanting to make a difference. Someone who is keen to succeed and keen to demonstrate their abilities.

- Highly organised with the ability to juggle several deadlines at the same time.
- Positive, confident and enthusiastic.
- The ability to use initiative, common sense and solve problems.
- Self-motivated, team worker with ability to work autonomously as required.
- Willingness to work flexibly where required.
- Approachable, creative, 'can-do' attitude.
- Excellent attention to detail.
- Happy and comfortable with managing day-to-day routine administrative tasks, in addition to prioritising ad hoc tasks when required
- A growth mindset.

### Flexibility

The role description is a general outline of duties and responsibilities and may be amended as we grow. The post holder may be required to undertake other duties as may be reasonably required from time to time.

**Important note:** All applicants must have the Right to Work in the UK.

Unfortunately, we do not have a sponsoring license for non-UK employees which means that if you do not have a current, valid UK working permit, please do not apply, as we will not be able to consider your application.

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### Employee benefits

We value our staff and volunteers and want to make sure that they are supported in their work. Other benefits we also offer are:

- A great team and a supportive culture
- Employer pension contributions matching up to 10%, and death in service cover
- Generous parental leave
- Flexible/hybrid working options
- Apprenticeships scheme, study leave and financial support for training & development
- Cycle to work scheme, eye test vouchers, and a staff loan scheme, access to an Employee Assistance Program
- An active Social Committee and staff events

## Application & Interview process

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See above (page 2) for How to Apply. Please note that we value the authenticity and individuality of our applicants and believe that your CV and cover letter should reflect your unique skills, experiences, and personality.

Successfully shortlisted applicants will be invited to interview online via MS Teams.

## Accessibility

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We believe in fostering an inclusive environment where all individuals, regardless of their abilities or circumstances, feel supported and valued. If you have any accessibility requirements or specific needs that you would like us to accommodate during the application process, please let us know. If you are unfamiliar with MS Teams and would like to familiarise yourself with the platform before the interview, we are more than happy to arrange a tech run-through to ensure your comfort and confidence.

## Equal opportunities, diversity & inclusion

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Don't meet every single requirement? At Fight for Sight we are dedicated to building a diverse and inclusive workforce, so if you're excited about this role but your past experience doesn't align perfectly with every item in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles that we have.

We have an inclusive and accessible recruitment process, including any adjustments required to support people from diverse community groups.

## Other information

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We draw your attention to some important policies that govern the research that our charity funds. You can find these [here](#).