

Job Description – Fundraising and Admin Assistant

Contract:	Full-Time
Reporting to:	Chief Operating Officer
Purpose of Role:	To manage the administration activities of the organisation in the areas of fundraising, communications and finance.
Benefits:	Private health insurance; 25 annual leave days per year, plus bank holidays.
Location:	Your normal place of work will be your home (London). You may be required to work at any other location the Charity may reasonably request from time to time.

Scope of Role:

1. Fundraising Administration
2. Finance Administration
3. Procurement
4. Office Management
5. IT
6. HR Administration

Key Responsibilities:

1. Fundraising Administration

- Processing individual donations from receipt to acknowledgement
- Updating our new CRM system (Donorfy) with donation information and notes on supporters
- Running reports and updating results spreadsheets to report in monthly team meetings
- Thanking supporters and funders in a timely fashion and responding to ad hoc supporter queries
- Checking data for appeals for accuracy and consistency
- Sourcing stories and images and writing articles for newsletters, e-news and the website to engage and inspire supporters
- Proofreading appeals, marketing materials and digital content
- Implementing GDPR actions – updating supporter database with compliant information
- Coordinating stock of leaflets, posters and brochures: posting materials to community fundraisers and providing support for third-party fundraising events
- Producing presentation material and supporting speakers at events and conferences
- Fundraising support for corporate fundraising programmes – ordering collecting tins, stickers and other fundraising materials
- Social media monitoring, research and scheduling
- Cataloguing images and other fundraising and marketing resources on the server
- Researching new trust fundraising prospects and opportunities

- Supporting the Trusts and Foundations Fundraising Manager to produce trust applications and reports
- Proofreading trust applications and reports
- Administrative support for overseas volunteer trips

2. Finance Administration

- Processing all income (including cheques, direct debit payments, Charities Aid Foundation, Just Giving and Virgin Money)
- Preparation of daily banking
- Depositing cheques and cash in bank
- Recording and processing Gift Aid

3. Procurement

- Processing purchase orders
- Sourcing and/or ordering goods and services
- Processing travel requisitions and getting flight quotes

4. Office Management

- Booking meeting rooms ensuring rooms are appropriate for use, including hospitality and equipment if required
- Monitoring and maintaining office supplies and stationery
- Managing the archiving process, including the storage and retrieval of files
- Running errands and performing miscellaneous job-related duties as assigned

5. IT

- Supporting service provision from our IT supplier
- Requesting starter/leaver configuration processes from our IT supplier for team members

6. HR Administration

- Keeping accurate records of holidays, sickness and TOIL
- Ensuring processing of sickness and absence documents
- Supporting the recruitment of volunteers and staff
- General admin support to SMT

Person Specification

Fundraising and Admin Assistant

<p>Technical skills, knowledge and experience</p>	<p>Essential</p> <ul style="list-style-type: none"> • Educated to degree level or equivalent experience • Experience of working in an administrative role in an office environment • Experience of data entry and accurate record keeping using Excel spreadsheets • Excellent Microsoft Office skills are essential including Outlook, Excel, Word and PowerPoint • Fluent in English (verbal and written) <p>Desirable</p> <ul style="list-style-type: none"> • Experience of fundraising and/or financial administration • Experience of working with Charity CRM systems, especially Donorfy
<p>Personal skills and attributes (all essential)</p>	<ul style="list-style-type: none"> • A desire to learn about different fundraising streams, channels and processes • Strong verbal and written communication skills • Process-driven with a creative flair • Enjoys working with people, with good interpersonal skills • Ability to work under pressure, manage multiple tasks, prioritise and meet deadlines • Ability to work flexibility in a changing environment • Very good organisational and administrative skills • Produces excellent quality of work consistently with close attention to detail and a high level of accuracy • An interest in and enthusiasm for our work. • Right to live and work in the UK