



## Job Description

- Job title:** Fundraising Assistant
- Location:** Office based with hybrid working available (1-2 days per week based in our main office - Westwood house, Westwood Business Park, Westwood Way, Coventry). The role may involve very occasional travel to other satellite clinic locations:
- Tipton, Black Country
  - Selly Oak, Birmingham
  - Leicester, Leicestershire
  - Daventry, Northamptonshire
- Salary:** Dependent upon experience but Real Living Wage (minimum £21,840 per annum pro rata)
- Status:** Permanent
- Hours:** Full or part-time. Flexible working available with hours to be agreed. Hybrid working available (but there will be a requirement to be in the office on Tuesdays and/or Wednesdays initially). Due to the nature of the role, there will be occasional out of hours work. There will be an initial 6-month probationary period.
- Reporting to:** Fundraising Manager
- Benefits:** Annual salary review and performance related discretionary uplift
- Employer contributed pension scheme (contribution 3% qualifying earnings)
- 22 days annual leave plus bank holidays (pro rata), with additional days leave able to be accrued with service
- Employee Assistance (Health and well-being) Programme
- Generous training and development budget to enable you to thrive and reach your full potential, both professionally and personally. As a small organisation, we can offer opportunities to quickly grow in your role, gain new experiences and develop new skills
- Free tea and coffee provided in the office

## Duties and responsibilities

- 1) Provide support to the Fundraising Manager to administer the Trusts fundraising programme, encompassing:
  - a) Gift administration, including following financial procedures such as scanning and banking of cheques, timely preparation of standard thank you letters and updating of the fundraising database and planning documents
  - b) Prepare funding proposals and reports for a portfolio of small (<£5k grants) Trusts, and manage the mailing programme
  - c) Support fundraising colleagues to report to their portfolios and assist in their funding proposals where requested
  - d) Communicate effectively with Trusts in your portfolio, including by telephone and email, and support colleagues to communicate with their portfolios where needed
  - e) Maintain the fundraising database, Donorfy, and other planning documents through accurate data input

and compliance with data processing regulations

- f) Conduct research into Trusts and grants donors, to identify and qualify potential new sources of support for the Charity
  - g) Maintain resources for fundraising: cases for support, crib sheets, template reports and supporting information as requested
- 2) Ensure systems for effective administration of the fundraising activity, including:
- a) Participate in fundraising team meetings and whole charity team meetings
  - b) Look for ways to improve the administrative effectiveness of the fundraising team; identify and implement new procedures that may improve systems and processes
  - c) Understand and comply with relevant legislation and adhere to organisational policy and practice in undertaking all aspects of the role.
- 3) Undertake any other duties as requested by line management and be flexible within the broad remit of the post.

## Person specification

Criteria	Description	E / D	A / I
Education	Excellent standard of written English and highly numerate	E	A
Experience	Demonstrable experience of writing effectively and concisely	E	A/I
	Experience of using a database	D	A/I
	Experience of working in an office environment in a paid or voluntary capacity with a charity or non-commercial organisation	E	A/I
	Experience of fundraising from Trusts / grants donors	D	A/I
	Experience of working in a charity with public access and interface with service users or other members of the public	D	A/I
	Experience gained in a marketing, sales or PR context	D	A/I
	Strong communication and interpersonal skills both face to face and on the telephone; confident meeting and communicating with people from all walks of life	E	A/I
Skills	Computer literate, proficient with all Office programmes; possessing an appreciation of paperless and cloud-based technology for efficient administration of the organisation	E	A/I
	Strong interpersonal skills, and comfortable meeting and working with service users and supporters from all walks of life; able to form strong and positive relationships with colleagues across the charity	E	I
	Competent research skills using a variety of written and online resources and by making telephone enquiries	D	A/I
	Highly organised, with excellent attention to detail and ability to work to deadlines	E	I
	A self-starter, able to organise own workload and take initiative within the remit of the post; ability to work remotely some of the time; strong personal motivation and integrity with a can-do attitude	E	I
Abilities / attributes / behaviours	An innate curiosity about fundraising and authentic desire to learn and develop own skills and knowledge	E	I
	Desire to have an impact in the context of people affected by a long-term condition	E	I

E/D- Essential / Desirable criteria

A/I - assessed at Application or Interview.

All MD Support Centre roles involve regular work with vulnerable adults and are therefore subject to DBS check.