

Job Description

Job Title	Fundraising Coordinator	Hours	Full time (37.5 hours per week)
Location	Our office in Westminster but with the opportunity to work from home 1-2 days per week	Contract	Permanent
Reports to	Marketing & Fundraising Manager	Salary	£25,000 per annum

Purpose

To manage the internal processes and administration relating to all of our fundraising activity (internal and external), and help with the organisation of fundraising events. We are a small, dynamic team, so there is also plenty of scope to work on other things.

Activities and tasks

- Manage incoming fundraising leads across fundraiser recruitment
- Manage individual fundraising comms from sign up to challenge completion (with support from Marketing and Fundraising Manager)
- Manage individual donor and major donor comms where relevant
- Manage the admin for our Community Fundraising projects (e.g. our 34k Challenge)
- Regularly update our Grant Prospecting database and stay on top of new opportunities and upcoming deadlines
- Maintain our fundraising events calendar
- Produce regular reports from our fundraising platforms (JustGiving, Enthuse, Donr etc.)
- Support social media asset creation for fundraising projects
- Complete research tasks for fundraising event logistics
- Complete reports on fundraising event analysis
- Proactively stay up to date with fundraising dynamics in the sector
- Fulfil all fundraising merchandise sales and manage customer queries

Person Specification

Experience and knowledge	Essential	Desirable
Some experience of fundraising in any capacity (personal, professional, voluntary)		X
Some knowledge or experience of the mental health sector		X
Skills and Abilities		
Good written and verbal communication skills	X	

Ability to work well under pressure	X	
Ability to work independently and as part of a team	X	
Good organisational skills	X	
Good attention to detail	X	
Confidence in using digital platforms like JustGiving	X	

We are committed to Equality Diversity and Inclusion and we are actively seeking applicants of all backgrounds to represent the diverse population of people that we serve.