

Fundraising Executive

Job Title:	Fundraising Executive – Action Syria
Reporting to:	Head of Development
Location:	East London – Shoreditch, some remote working available, required in the office a minimum of 2-3 days/week.
Hours of work:	Full time - (plus occasional weekend/evening)
Contract:	Permanent
Start Date:	ASAP – but negotiable
Salary:	GBP £28-32k/year depending on experience, with 25 days holiday/year and health insurance

Background

This is an exciting opportunity to play an instrumental part in our fundraising team. Through your work, you will help us make sure Syrian communities have the education and medical care they need, every day, and when emergencies strike. Action Syria has over a decade of experience working with local partners in the Middle East region making a positive difference to over 25,000 people affected by conflict, displacement and natural disaster each year. We are looking for a motivated, highly efficient and fun Fundraising Executive to help us deliver ambitious plans for the next three years, including a series of spectacular fundraising events and initiatives in 2025 (from Gala dinners to carol services and supper clubs).

Working closely with the Head of Development and the Communications team, you will play a key role in delivering a diverse range of fundraising activities, including events, appeals, and campaigns. In addition, you'll contribute to enhancing the supporter journey and providing outstanding donor care. This role also offers the exciting opportunity to take the lead on specific initiatives, allowing you to drive projects from concept to completion and make a direct impact. We are a small team and seek a reliable multi-tasker, who is extremely organised, pro-active and inspiring. You will be equally comfortable organising guest lists for events or liaising with our high-net-worth donors. We are a proactive, creative and 'hands-on' team and hope you are too.

This is a real opportunity for the right candidate to learn the nuts and bolts of fundraising as well as make your mark on inspiring others to give within a small and powerful charity. For those looking to advance their career, this role also offers a pathway to take the next step professionally, with increasing responsibility and ownership over key fundraising initiatives.

This role will ensure that Action Syria:

- Has the capacity to successfully deliver a number of fundraising initiatives per year (including events);
- Can continue providing education and medical care to Syrian communities affected by conflict and displacement.

Responsibilities

- a. Support the fundraising function, including:
 - **Event and campaign management:** Assist with planning and coordination for our key fundraising initiatives, including gala dinners, carol concerts, appeals, comedy nights, and third-party fundraising events. Manage guest lists, liaise with suppliers, coordinate venues, and handle press and printing needs.
 - **Corporate donor relations:** Help build and maintain our corporate donor database, with a focus on managing commercial participators and related agreements to enhance sponsorships and collaborations.
 - **Trust & Foundations:** Work closely with the Head of Development on grant applications, reporting, and scheduling to secure and sustain funding.
 - **Individual Giving:** Lead on gathering content for our Regular Giving campaigns, including materials for the Action Syria Recipes, enhancing donor engagement and retention.
 - **Marketing and communications collaboration:** Ensure all fundraising initiatives are effectively marketed to the right audiences for maximum engagement and impact.
 - **Supporter Care:** Ensure donors are thanked promptly, appropriately, and placed on the correct support journey. Ensure data in CRM system is current and accurate.

- b. Support the team on administrative and operational tasks as required including:
 - **General support:** Manage the general inbox, respond to queries, and forward messages to relevant team members. Scheduling meetings internally and externally as required.
 - **CRM support:** Ensure data in the CRM system (Donorfy) is current and accurate.

Profile

Essential	Desirable
Positive, pro-active and highly organised with the ability to inspire people	Interest in the Middle East and Action Syria's cause
Demonstrable ability to prioritise and manage conflicting outcomes and objectives and ensure the right job is completed at the right time	Experience and understanding of CRM Systems and data management
Prior experience in an office-based environment and working with a team	Experience of managing financial administrative processes
Interest and demonstrable experience in fundraising within the charity sector and/or events	
Self-starter, with a keen interest in smooth administrative processes	
Excellent communication skills, written and verbal with the confidence to present to a variety of audiences	
Experience of establishing and managing effective working relationships with people across varied levels and industry-experience	
High level of computer literacy – Microsoft Office, Canva etc.	

The Recruitment Process

To apply, please email contact@actionsyria.org.uk with your CV and a cover letter indicating specifically why you are the ideal candidate for this role. **Applications without a cover letter will not be accepted.**

Deadline for applications: 15th November 2024 @ 5pm

Following the application deadline, candidates will be reviewed for shortlisting. Candidates who successfully make the shortlist will be invited for interview. Interviews will take place on 28th November 2024.