

## **JOB INFORMATION**

<b>Job title:</b>	Fundraising Intern
<b>Department/Team:</b>	Fundraising (Supporters Team)
<b>Reporting to:</b>	Deputy Head of Fundraising
<b>Salary range:</b>	£13.15 per hour
<b>Benefits:</b>	Up to 6% matched employer pension provision, salary exchange scheme, interest free loans for season tickets and cycle to work scheme
<b>Annual Leave:</b>	28 days (full-time), rising by one day on the first and second anniversaries of employment, and an additional extra day's leave on the fifth anniversary of employment and each subsequent fifth anniversary, as well as Public and Bank holidays
<b>Contract:</b>	Permanent
<b>Hours per week:</b>	Full-time (35 hours per week)
<b>Location:</b>	Royal Courts of Justice, Strand, London, WC2A 2LL ( <b>Hybrid</b> )

## **JOB DESCRIPTION**

### **Purpose of post:**

To help us grow our Champions and Individual Giving income within the Individuals Team, and ensure that current supporters are stewarded and retained. You will have the support of the Deputy Head of Fundraising and the wider Supporters Team to develop your skills and experience as a fundraiser, with room for progression and development

### **Main duties and responsibilities**

#### **1. Individual supporters' stewardship and cultivation**

1.1 Work with the Supporters team to deliver thanks and stewardship for Support Through Court's regular giving schemes, ensuring supporters are kept engaged

1.2 Work with the Supporters team to identify and cultivate potential new giving scheme members and promote and administer appeals for new audiences

1.3 Track and monitor Champions income, ensuring that new sign-ups and drop-offs are responded to accordingly

1.4 Support the Senior Giving Manager in researching and mailing prospective higher level giving

1.5 Work with the Communications Manager to encourage new supporter sign-ups through our social media platforms

## **2. Events support**

2.1 Work with the Supporters team on the event administration and delivery of fundraising Supporter events to steward supporters and engage new people with our work

2.2 Ensure promotional materials for Supporter led fundraising events are up to date and respond to queries from people wanting to support in this way and thank them for funds donated

2.3 Work alongside the Communications Manager to ensure the events are promoted effectively, and that appropriate promotional materials are developed.

## **3. Communications support**

3.1 Work alongside the Communications Manager to help create and deliver social media assets, utilising platforms such as Canva, Link Tree and the communications calendar

## **4. Data management**

4.1 Record and segment donors, activities, and income on our database in accordance with procedures, ensuring the integrity of our data follows our data and privacy policies

4.2 Understand how to use the database effectively and create accurate mailing lists and reports to help monitor income and activity

4.3 Open the post using the income and post procedure.

## **5. General**

5.1 To ensure that all work is carried out in accordance with the Support Through Court's equal opportunities, confidentiality, data protection and personal safety policies

5.2 This job description is not exhaustive. You will be expected to undertake such other duties as may from time to time reasonably be required.

## **PERSON SPECIFICATION**

### **Essential requirements**

#### **Qualifications**

- Graduate level or previous work experience

#### **Experience**

- Administration
- Using databases
- Conducting research

#### **Skills and Abilities**

- Well organised and methodical
- Able to manage and prioritise a diverse workload to meet tight deadlines
- Excellent written, presenting and verbal communication skills
- Ability to work as part of a team
- Positive can-do attitude
- Growth mindset and willing to try new approaches
- Focused on reaching KPIs
- Committed and resilient

#### **Desirable requirements**

- Experience with Office 365 and/or CiviCRM
- Experience in organising and delivering events
- Experience of working in the voluntary sector
- A passion for social justice