



Ataxia UK

Fundraising Administrator (permanent)

Salary:	£24,000 rising annually by 4 increments of £500 payable on 1 April (on completion of 12 months continuous employment in the preceding year).
Contract Type:	Permanent
Conditions:	<p>25 days annual leave pro rata rising by one day per year to 30 days</p> <p>5% contribution to a personal pension plan</p> <p>Employee assistance scheme</p> <p>Comprehensive flexible working policy</p> <p>Season ticket loan available</p> <p>We offer childcare vouchers</p> <p>Bike-2-Work Scheme</p> <p>Accredited Living Wage Employer</p> <p>Birthdays off</p>
Hours	Full time, 35 hours per week. Some out of hours work may be required for which time off in lieu will be granted.
Location:	Hybrid – between home and Ataxia UK Office, Highgate, London N6 5JW with a minimum of 2 days per week in the office
Reporting to:	Events and Community Fundraising Manager
Purpose of the role:	The Fundraising Administrator will play a crucial role in supporting the Fundraising Team to generate funds through a range of activities, including Individual Giving Appeals and event-based fundraising. The primary focus of the role is providing administrative support to the team and supporting fundraisers and donors, making sure they are effectively and appropriately stewarded, and their contribution recognised.

Job Description:

Main Responsibilities

1. Perform essential fundraising administration as directed, including:
 - a. Writing thank you letters and fundraising certificates
 - b. Importing and exporting multiple data sets to Raiser's Edge NXT (our database)
 - c. Updating individual's information on our systems including Raiser's Edge NXT.
 - d. Coding and recording of donations.
 - e. Responding to supporters.
2. Assist the Events and Community Manager in supporting fundraisers undertaking challenge events and community fundraising.
3. Assist the Individual Giving Manager with administrative tasks as directed.
4. Communicating with supporters through a range of channels including social media, email, face to face and over the phone.
5. Handle incoming enquiries regarding fundraising events, advising supporters about fundraising ideas, rules, regulations and insurance.
6. Manage Fundraising email inbox.
7. Processing orders for merchandise – managing the online shop
8. Gather and provide fundraising information, articles and photographs and writing copy for a range of media including 'The Ataxia Magazine', E-Newsletter, social media posts and maintaining the fundraising website pages.
9. Work closely with the finance team to ensure that money coming into the charity can be identified and coded accurately, including uploading information to our database, Raiser's Edge NXT.
10. Complete ad-hoc tasks as and when required to support the wider team.

General

1. Attend staff meetings.
2. Attend supervision.
3. Undertake professional development and training.
4. Attend events across the country including some evening and weekend work.
5. All staff must attend our annual conference.
6. In all areas of work ensure that due attention is given to legal and compliance issues such as health and safety, data protection and risk management.
7. Share essential office administration duties as required

Note:

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. Ataxia UK reserves the right to update the Job Description from time to time to reflect these changes in or to the post after consultation about any proposed changes.

Person Specification

When writing your cover letter, please specifically address the points as listed below.

Essential

- Strong interpersonal skills
 - Able to develop professional and effective relationships with colleagues, partners and supporters
- Competent in Microsoft Office suite including Word, Excel and Outlook
- An interest in, and enthusiasm for working within the voluntary sector
- Trustworthy and reliable; discretion in handling sensitive information
- An interest in developing a career in Fundraising or Marketing
- Willingness to learn new skills
- Excellent time management skills
- Attention to detail
- A self-starter who can work well on their own initiative and prioritise their own workload & priorities
- Commitment to equal opportunities
- Support for the ethical use of animals in medical research and human embryonic stem cell research

Desirable

- Experience of working in the voluntary sector (paid or unpaid)
- Knowledge and understanding of the barriers faced by people with a disability
- Raiser's Edge NXT experience
- Social media copy & content creation & design