

JOB DESCRIPTION & PERSON SPECIFICATION

Job Title:	Senior Fundraising Officer - Community, Events, & Individual Giving (TEMP)
Salary:	£17 per hour
Hours:	2-4 days per week (14-28 hours). Minimum 6 weeks.
Reports To:	Deputy Head of Fundraising (Public Fundraising, Digital Engagement & Insight, Trusts)
Start Date:	Immediate
Location:	Hybrid working. Minimum of one day a month in our London Bridge office.

Job Purpose

This role sits within our Public Fundraising team which covers Community Fundraising, Sporting Events, and Individual Giving.

As our temporary Senior Fundraising Officer, you will work closely with the Deputy Head of Fundraising to provide excellent supporter care and stewardship to our fundraisers, support on fundraising campaigns and activities, and ensure that our database is accurate and up to date.

Depending on candidate's skills, experience and availability there is also the opportunity to work on a wider range of activities.

We are looking for someone to start as soon as possible to provide temporary support whilst we advertise and recruit for a permanent vacancy.

As this is a temporary position, we will be reviewing applications and interviewing candidates on a rolling basis.

Key responsibilities (this list is not exhaustive):

Relationship Management

- With support from the Deputy Head of Fundraising, ensure that fundraisers receive a high-quality supporter experience.
- Responding to supporter enquiries via email and telephone as required
- Help deliver planned supporter journeys across our virtual challenges and sporting events.

Finance, Database, and Reporting

- Provide administrative support across the fundraising team
- Maintain up-to-date and accurate data entries on our database (Raiser's Edge NXT).
- Keep an accurate record of all correspondence on Raiser's Edge

Other

- Support with reviewing and updating content including website pages, email journeys, and social media assets.

General

- Champion best practices within the fundraising team, including data-driven decision-making, a test and learn approach, and collaborative working.

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- Ensure that the organisation meets all relevant statutory requirements and industry standards in relation to income generation, including, but not confined to, those of the Fundraising Regulator, Information Commissioners Office (ICO) and the Gambling Commission.

Person specification

To fulfil this role, we believe you will need the following skills and experiences:

Essential

- Effective written and verbal communicator, able to engage and inspire others about The Eve Appeal's work.
- Highly organised with a strong attention to detail.
- Ability to confidently work with data and/or use database software.
- Proficient in Microsoft Office.
- Good general IT skills
- Commitment to equality, diversity and inclusion.
- A demonstrable affinity, passion, and knowledge of women's health and gynaecological cancers.

Desirable

- Experience in at least one of individual giving, sporting & challenge events, or community fundraising, or transferable skills and/or experience.
- Strong copywriting skills with experience targeting various audiences, channels, and activities.
- Understanding of digital marketing.
- Excellent relationship building skills.
- Experience using Raiser's Edge NXT.

If you do not have all the above experience but believe you would be successful in the role, and/or believe there are other transferrable skills and experiences we haven't considered, then we encourage you to apply and demonstrate this in your cover letter.