



## Job Description

- Job title:** Fundraising Assistant
- Location:** Office based with hybrid working available (1-2 days per week based in our main office - Westwood house, Westwood Business Park, Westwood Way, Coventry). The role may involve very occasional travel to other satellite clinic locations:
- Tipton, Black Country
  - Selly Oak, Birmingham
  - Leicester, Leicestershire
  - Daventry, Northamptonshire
- Salary:** £21,000-£24,000 per annum (pro rata), dependent on experience.
- Status:** Permanent
- Hours:** Full or part-time. Flexible working available with hours to be agreed. Hybrid working available (but there will be a requirement to be in the office on Tuesdays and/or Wednesdays initially). Due to the nature of the role, there will be occasional out of hours work. There will be an initial 6-month probationary period.
- Reporting to:** Fundraising Manager
- Benefits:** Annual salary review and performance related discretionary uplift  
Employer contributed pension scheme (contribution 3% qualifying earnings)  
22 days annual leave plus bank holidays (pro rata), with additional days leave able to be accrued with service  
Generous training and development budget to enable you to thrive and reach your full potential, both professionally and personally. As a small organisation, we can offer opportunities to quickly grow in your role, gain new experiences and develop new skills  
Free tea and coffee provided in the office

## Duties and responsibilities

- 1) Provide support to the Fundraising Manager to administer the Trusts fundraising programme, encompassing:
  - a) Gift administration, including following financial procedures such as scanning and banking of cheques, timely preparation of standard thank you letters and updating of the fundraising database and planning documents
  - b) Prepare funding proposals and reports for a portfolio of small (<£5k grants) Trusts, and manage the mailing programme
  - c) Support fundraising colleagues to report to their portfolios and assist in their funding proposals where requested
  - d) Communicate effectively with Trusts in your portfolio, including by telephone and email, and support colleagues to communicate with their portfolios where needed
  - e) Maintain the fundraising database, Donorfy, and other planning documents through accurate data input and compliance with data processing regulations

- f) Conduct research into Trusts and grants donors, to identify and qualify potential new sources of support for the Charity
  - g) Maintain resources for fundraising: cases for support, crib sheets, template reports and supporting information as requested
- 2) Ensure systems for effective administration of the fundraising activity, including:
- a) Participate in fundraising team meetings and whole charity team meetings
  - b) Look for ways to improve the administrative effectiveness of the fundraising team; identify and implement new procedures that may improve systems and processes
  - c) Understand and comply with relevant legislation and adhere to organisational policy and practice in undertaking all aspects of the role.
- 3) Undertake any other duties as requested by line management and be flexible within the broad remit of the post.

## Person specification

Criteria	Description	E / D	A / I
Education	Excellent standard of written English and highly numerate	E	A
Experience	Demonstrable experience of writing effectively and concisely	E	A/I
	Experience of using a database	D	A/I
	Experience of working in an office environment in a paid or voluntary capacity with a charity or non-commercial organisation	E	A/I
	Experience of fundraising from Trusts / grants donors	D	A/I
	Experience of working in a charity with public access and interface with service users or other members of the public	D	A/I
	Experience gained in a marketing, sales or PR context	D	A/I
	Strong communication and interpersonal skills both face to face and on the telephone; confident meeting and communicating with people from all walks of life	E	A/I
Skills	Computer literate, proficient with all Office programmes; possessing an appreciation of paperless and cloud-based technology for efficient administration of the organisation	E	A/I
	Strong interpersonal skills, and comfortable meeting and working with service users and supporters from all walks of life; able to form strong and positive relationships with colleagues across the charity	E	I
	Competent research skills using a variety of written and online resources and by making telephone enquiries	D	A/I
	Highly organised, with excellent attention to detail and ability to work to deadlines	E	I
	A self-starter, able to organise own workload and take initiative within the remit of the post; ability to work remotely some of the time; strong personal motivation and integrity with a can-do attitude	E	I
Abilities / attributes / behaviours	An innate curiosity about fundraising and authentic desire to learn and develop own skills and knowledge	E	I
	Desire to have an impact in the context of people affected by a long-term condition	E	I

E/D- Essential / Desirable criteria

A/I - assessed at Application or Interview.

All MD Support Centre roles involve regular work with vulnerable adults and are therefore subject to DBS check.