

## **JOB DESCRIPTION**

Title:	Fundraising Assistant
Salary:	Scale 4, NJC Point 7, £22,369 pro rata
Hours:	22 hours per week (part-time) Hours will usually be worked during normal office hours, however, occasional evening or weekend working may be required.
Accountable to:	Fundraising Manager
Location:	Office based or hybrid working, will include some travel within East Sussex.
Job Purpose:	To support the organisations Fundraising workstreams, working in close partnership with the Fundraising Manager to develop income streams and relationships. The main functions of this role will be: <ol style="list-style-type: none"><li>1. Working with the Fundraising Manager to support donors and fundraisers and deliver fundraising activities and events</li><li>2. Providing administrative support, including answering enquiries, thanking supporters and updating the database.</li></ol>

### Key Responsibilities:

1. Assist in the running and planning of fundraising campaigns, activities, events and communications.
2. Assist the team with research into new fundraising products and prospects.
3. Support and advise individual supporters and community organisations on fundraising activities and events
4. Ensure excellent communication with individual donors, fundraisers and supporters via phone, email, and in person where required
5. Co-ordinate research, draft applications, communications and updates to small and some medium Trusts, including the annual Christmas appeal.
6. Co-ordinate research, applications, communications and updates to some businesses, including local supermarket giving schemes.
7. Lead the annual Christmas appeal for community groups.
8. Run the annual Raffle, including securing donations, managing communications and organising prize giving.

9. Build and maintain effective working relationships with stakeholders at all levels, both internally and externally.
10. Maintain accurate, electronic supporter records including donations, personal details, Gift Aid declarations, communication preferences, communications and thanking information.
11. Ensure all donations are efficiently and accurately recorded and acknowledged: writing appropriate and timely acknowledgement letters and emails.
12. Work closely with other members of the Communities team to ensure the Team's objectives are fulfilled.
13. Work occasional evenings or weekends to support fundraising events (for which time off in lieu will be given).

## **General**

1. Take an active part in team meetings and staff meetings.
2. Actively participate in own supervision and training.
3. Act at all times in accordance with Care for the Carers' policies and in a way that will ensure the reputation of the organisation is maintained.
4. Carry out all the above with an understanding of and commitment to Equality and Diversity.
5. Carry out any other duties commensurate with the level of the post, as agreed with the line manager.

**Please note, this Job Description is intended to outline the main duties of the post and may change as the post and organisation develops.**

Sep 2023