



Fundraising Assistant

Job Description and
Personal Specification





Job Description – Fundraising Assistant

Location: Head Office, Exeter Community Centre, 17 St David's Hill, Exeter, EX4 3RG.

Job Title: Fundraising Assistant

Reporting to: Fundraiser

Contract type: Fixed term, one year in the first instance. Full time.

Salary: £18,000

Farms for City Children will also contribute 5% on top of the annual salary into the Charity's NEST Pension Scheme.

A tax efficient Salary Exchange (also known as Salary Sacrifice) scheme is operated for both pension contributions and childcare costs.

Main purpose of the job:

- To administer donations
- To support all of Farms for City Children's fundraising activities
- To arrange and support visits and events
- Other duties as required

Main responsibilities:

Administering donations

- Manage the use of the database (Salesforce) capturing and updating donor and key contact details, producing invitation and mailing lists, running reports, and other activities as required
- Process and log all donations including all correspondence, acknowledgement requirements, and set dates for review and further actions
- Support the Fundraisers and the Finance officer to track monies received and ensure the database is updated

Fundraising Activities and Administration

- Ensure all grant applications, correspondence and outcomes are logged on the database
- Assist with the preparation of new fundraising materials and campaigns
- Conduct research into potential funding bodies such as Trusts and Foundations
- Draft and help to distribute reports to funders
- Continuously aim to improve the efficiency of administration processes necessary for the smooth running of the fundraising department.
- Answer email and telephone enquiries and build warm, cooperative and productive relationships with new and existing supporters
- Learn about all aspects of fundraising in a medium sized charity

Arranging and supporting visits and events

- Support the programme of events through assisting with event planning, administrative support, and PR and media relations.
- Attend events (with some outside of normal office hours)

Other Duties

- Answer the mainline phone as a shared task with the rest of the team
- Support the Fundraising team with varying administrative tasks
- Use social media to raise awareness of our fundraising, and update and maintain the fundraising web pages

Person Specification – Fundraising Assistant



Training, experience and qualifications

Essential:

- Educated to degree level
- Good IT skills including MS Office, Excel and databases
- Experience of participating in fundraising activities

Desirable:

- Interest/experience in some or all of farming, education, wildlife, the countryside, the environment, gardening and cooking.
- Experience of working in a fundraising environment

Knowledge and Skills

Essential:

- A genuine passion and enthusiasm for the work we do.
- Excellent written and verbal communication skills.
- Good research skills
- Attention to detail and high level of accuracy
- Ability to work to deadlines
- Ability to work flexibly and adjust plans to meet changing and conflicting demands

Interpersonal skills

Essential:

- A highly motivated self-starter with a strong commitment to meeting the Charity's objectives.
- Able to work well as part of a team, and establish constructive and collaborative relationship with colleagues.
- A practical and enthusiastic 'make it happen' attitude.
- Ability to maintain confidentiality
- Excellent interpersonal skills in dealing with people at all levels – Friendly and approachable
- A strong interest in continued personal and professional development

Other information

Hours of work - The post is a full time role working five days per week. Our usual office hours are Monday to Friday between 9:00am and 5:00pm. Meal breaks of one hour per day are included.

Annual leave - The annual leave entitlement for this post is 25 days per year plus public holidays, 33 in total.

Probationary period - The appointment will be subject to a probationary period of 3 months.

References - All appointments will be confirmed only upon receipt of satisfactory references. Farms for City Children will give prior notification of the intention to contact referees.