



**we are
withyou**

Fundraising Assistant
£22,443 including Inner London Weighting
Home/office hybrid working patterns
London

For an informal and confidential discussion about the role, please contact our recruitment partner:
Carroll Lloyd, Director or Vikki Park, Principal Consultant, NFP Consulting

E: carroll.lloyd@nfpconsulting.co.uk or vikki.park@nfpconsulting.co.uk

Application is by way of a CV and a Supporting Statement.

How to apply

Apply online at www.nfpconsulting.co.uk/jobs

Closing date: 7th October – applications reviewed on a rolling basis, please apply early.

Selection and timescales:

Date – TBC

The format of the interviews will be determined by the COVID-19 guidelines and restrictions that apply at the time.

Accessibility:

Please let us know if you have any special requirements which we might need to consider in relation to the selection process, e.g. attending interview. Any requests will not be taken into account in the selection process.

Fundraising Assistant: Job Description

Title	Fundraising Assistant
Directorate	Income Generation
Reports to	Head of Fundraising
Responsible for	n/a
Key relationships	Internal: Head of Fundraising, Individual Giving Manager, Trusts and Foundations Manager (Fundraising Team), Business Development & Partnership, Finance, Media, Communications, Community Engagement Coordinators External: fundraisers, supporters, wider public

Job Purpose:

Aims:

- To assist in the delivery of excellent supporter care for our Individual Giving programme and support Trusts, Events, Community and regional fundraising activities.
- To be responsible for the team's fundraising administration.
- As part of the Fundraising Assistant role, to safeguard and protect the children, young people and adults that we work with by adhering closely to We Are With You's policies and procedures and fundraising regulations at all times and sharing any concerns immediately.

Main Responsibilities/Duties:

Supporter Care

- To process income donations and record them accurately on Raiser's Edge.
- Issue thank you letters to supporters.
- Assist with the financial reconciliation of donations received.
- Maintain accurate data on supporters in Raiser's Edge.
- Provide support in issuing appeals, newsletters and other regular communications to supporters.
- Keep regular contact with our supporters by mail and email, and make welcome and courtesy telephone calls.
- Support the Individual Giving Manager to carry out data selections for fundraising campaigns recording contact histories and coding.
- Answer general enquiries in relation to fundraising, inspiring and motivating individuals and organisations to support With You.
- Assist with sourcing and preparing content for newsletters and appeals.

Wider Fundraising Support

- Support the Trust and Grants Manager in the development and management of a small trust portfolio (sub £10k level giving) and applications.
- Support the processing of Trust donations in close liaison with the Trusts and Grants Manager.
- Provide assistance to events and community fundraising.

- Provide routine support and advice as needed to local With You services conducting their own fundraising.
- Assist in the correspondence with, and support of fundraisers, participants and donors, to ensure they have the required input and fundraising materials they need to reach their fundraising goals and have an exceptional supporter experience.
- To provide support in tracking fundraising results from these income streams.

Fundraising Team Administration

- Process incoming and out-going fundraising post.
- Be responsible for the timely and accurate up-keep of the database, Raiser's Edge.
- Issue team invoices.
- Assist with the production and management of the stock of fundraising materials.
- To assist in the management of our relationships with fundraising suppliers and partners and online fundraising platforms.

Other

- Attend, as required, fundraising events, meetings or activities, which could include occasional weekend and evening work.
- Be an active member and representative of the Fundraising Team team, participating in meetings and supporting planning and strategy where appropriate.
- Be an enthusiastic and passionate advocate for With You, promoting and communicating our key values, mission and impact to our audiences.
- Undertake any other reasonable duties that are consistent with the skills, abilities and position of this role.

General responsibilities

- Confidentiality: Ensure confidentiality at all times, only releasing confidential or personalised information externally with consent from a line manager.
- Data Protection Act: Comply with the requirements of the Data Protection Act and amendments to ensure integrity and security of our information.
- Safeguarding: Remain vigilant at all times to any safeguarding concerns within the day to day performance of your job role, sharing and learning from these experiences to ensure our statutory and organisational responsibilities are met in respect of safeguarding children & vulnerable adults.
- Conflict of interest: Declare any involvement either directly or indirectly with any firm, company or organisation that has a contract with We Are With You.
- Equal Opportunities and Diversity: Ensure that all service users, partners, carers, and colleagues in We Are With You and partner organisations are treated as individuals within our Diversity and Equality framework.
- Health and Safety: Compliance at all times with the requirements of the Health and Safety regulations and We Are With You's Health and Safety Policy and Procedures, ensuring reasonable care is taken with regard to yourself as well as any colleague, service user or visitor who might be affected by an act or failure to act by yourself.

- Quality Assurance: To ensure all activities are delivered in a way that supports and maintains We Are With You's registration with the Care Quality Commission, Care Inspectorate, Charity Commission, and Fundraising Regulator.
- Any Other duties: To undertake any other duties that are reasonable and are commensurate with the role as directed by the Executive Director of Operations in line with the changing needs of the service and legal requirements.
- Self-development: Ensure you take responsibility for development and keep learning in your role.

Personal specification

	Essential criteria	Desirable criteria
Education / qualifications	None required	GCSE grade C or above or administration, fundraising and writing qualifications
Experience/ Knowledge	<p>Experience in a similar fundraising or customer service role</p> <p>Experience using a database</p> <p>Excellent interpersonal, communication and listening skills</p> <p>Success in developing and maintaining a range of administrative systems including databases, web-based technology and IT literacy</p>	<p>2+ experience of working in a fundraising department or organisation.</p> <p>Experience of working in a supporter care role.</p> <p>Experience communicating and influencing to reach and persuade a diverse range of stakeholders</p>
Skills and abilities	<p>Able to work independently and as part of a team to reach allocated targets</p> <p>Effective time-management with the ability to manage multiple priorities and to work flexibly as agreed with the line manager</p> <p>Excellent attention to detail and ability to maintain records accurately</p> <p>Excellent relationship management skills</p> <p>Operational knowledge of Microsoft Office suite (e.g. Word, Excel, PowerPoint)</p>	<p>Experience using Google Suite and Raiser's Edge</p> <p>Basic understanding of budgeting and financial reporting</p>
Personal circumstances	<p>Working from our London head office, post-COVID</p> <p>Commitment to support With You's Guiding Principles and Behaviours.</p> <p>Able to meet We Are With You's safeguarding requirements of a satisfactory enhanced DBS/PVG certificate</p> <p>Ability to work flexible and unsocial hours as required and occasional UK</p>	<p>Able to work from home</p>

travel

Commitment to the organisation's
Guiding Principles and Behaviours