

East Park

Job Description

Job Title:	Fundraising Assistant
Responsible to:	Fundraiser
Responsible for:	N/A
Working Environment:	Internal/External
External Contacts:	Various
Date of Last Review:	March 2022

JOB PURPOSE

To assist the Fundraising and communications function within East Park: to maximise income through the administration of donations, to maintain accurate fundraising records, to assist with marketing and communication, and to provide general administrative support.

KEY RESPONSIBILITIES

Fundraising

Contributing to the overall Fundraising strategy by helping to maintain existing levels of fundraising activity and delivering optimum customer service to donors to maximise income.

- To update and maintain donorfy donor database.
- Ensure all donors are promptly thanked within agreed response times, using standard letters or drafting specific letters as required.
- Create and execute database queries as required to compile and maintain appropriate database lists and produce meaningful management information.
- To update and record available trusts suitable for funding applications.
- With appropriate support, develop first draft funding applications.
- To record and update non-financial information provided by supporters, such as Gift Aid declarations, GDPR opt out, in memoriam tributes, legacy pledges and other personal information.
- To support the process of following up outstanding income or return of merchandise and promotional information and resources.
- To inform all colleagues about fundraising and events, working closely with the central administration team.
- To support the various departments across the organisation in their fundraising and awareness raising initiatives.
- To undertake preliminary research on fundraising activity and inform the Fundraiser on any new developments.
- To scan for statutory funds availability.
- To provide cover for main reception at East Park School when required.

Communication

- To support the Fundraiser, with marketing and communications for specific areas of service and for different audiences.
- To support the Fundraiser utilise and develop communication mechanisms such as East Park Patter and social media, in the promotion of the organisation.

Responsibility to the organisation

- Promote and encourage a positive ethos within East Park, promoting and embedding the organisation's vision and values into practices and relationships.
- To promote and maintain appropriate peer and family relationships.
- Develop and maintain a welcoming, caring and safe environment for children/young people, staff and visitors.
- Through working within the various functions of East Park you will support the children and young people, understanding the strategies required for support.
- To be aware of the importance of spiritual growth as part of the child/young person's total development and to respect the child/young person's and family's beliefs.

GENERAL RESPONSIBILITIES

- Any other duties as directed by the Fundraiser or the Senior Management Team.
- To comply with East Park's Safeguarding policies.
- To comply with East Park's Health and Safety policy.
- To comply with East Park's Equal Opportunities policy.
- To promote confidentiality as detailed in East Park's Code of Conduct policy.
- Promote East Park at all times.
- Treat both internal and external colleagues with respect and secure effective working relationships with all colleagues across East Park.

East Park Person Specification

JOB TITLE: Fundraising Assistant

KEY FACTORS	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • Higher English • Higher Administration or Business Management • National 5 or equivalent Maths <p>OR</p> <ul style="list-style-type: none"> • Ability to demonstrate the competencies required to do the duties of the post, gained through working in a similar role. 	
Work Experience	<ul style="list-style-type: none"> • Office administration experience • Experience of working in a customer facing environment 	<ul style="list-style-type: none"> • Experience of fundraising administration • Experience of using donorfy • Experience in education and/or care working environments • Experience of working in a charity
Knowledge	<ul style="list-style-type: none"> • Have a good understanding of social media • Knowledge of office systems and procedures • Knowledge of Microsoft office, particularly word, excel and power point 	<ul style="list-style-type: none"> • Knowledge of fundraising best practice
Expertise & Skills	<ul style="list-style-type: none"> • Ability to manage and prioritise own workload • Ability to work to agreed timescales • Ability to effectively engage with all colleagues • Strong IT skills • Strong verbal and written communication skills • Able to work effectively as part of a team • Ability to work with minimal supervision • Strong ethos of customer service 	<ul style="list-style-type: none"> • Experience in updating website/social media outlets
Personal Qualities	<ul style="list-style-type: none"> • Results orientated, energetic and self-motivated • Good time management • Diplomatic, courteous and professional manner • Conscientious in attention and application to detail 	<ul style="list-style-type: none"> • A genuine commitment to equality and diversity • Willingness to undertake any necessary training to update skills as and when required
Other	<ul style="list-style-type: none"> • Flexibility in work settings – may be required to visit any East park site, external organisations • Commitment to continuous improvement and personal development 	<ul style="list-style-type: none"> • Driving licence