

Job Description:

Fundraising Administrator (Maternity Cover, 12 Month Contract) April 2019

Job Purpose:

To work with the Community Fundraising Team and other members of the Brain Tumour Research team to ensure effective delivery of the community fundraising strategy and plan.

To forge excellent relationships with volunteers, fundraising groups and individual supporters through a consistent stewardship programme.

To provide support to the Fundraising team at Head Office and in the regions, including with fundraising events, and mass-participation campaigns.

Reports to:

Head of Community Fundraising (North)

Direct Reports:

None

Salary: £18,500

Be prepared to converse sensitively and empathetically with members of the public who may be going through current or recent traumatic experiences

Main duties:

- Manage and develop Brain Tumour Research's Community Fundraising Supporter Management programme, which includes income management, supporter liaison, and administration.
- Provide 'front line response' to telephone, postal and email enquiries relating to Community Fundraising and signpost/follow up as appropriate.
- Create and deliver national campaign surveys via Survey Monkey and to support the wider team in creating smaller, bespoke surveys
- To forge excellent relationships with supporters, volunteers and fundraising groups, providing fundraising advice, guidance and signposting, while promoting best practice in fundraising.
- Ensure that central administration systems in place at Brain Tumour Research are complied with and that all information relating to supporters and other contacts are correctly entered onto Brain Tumour Research's database.

- To act as a liaison between the Community Fundraising Managers and the Finance and Operations Team to provide regular reports and other information to Community Fundraising Team to support delivery of income targets.
- Provide regular reports on income to Management Team to inform ongoing strategy.
- Work with the Regional PR team to ensure appropriate media coverage for fundraising activities being undertaken by supporters
- Support the research, development and implementation of new Community Fundraising initiatives and products.
- Minute taking, recording of actions from meetings, and following up on actions from meetings.
- To comply with Brain Tumour Research's internal policies as appropriate
- To undertake any other reasonable duties as required by the Heads of Community Fundraising and the Director of Fundraising.
- To ensure that all relevant charity and other legislation is complied with