

## **Fundraising Administrator**

Oak Tree Animals' Charity is now in its 110<sup>th</sup> year. During that time our commitment to the wellbeing of animals has never changed although the way we deliver our objective has. As an independent Charity we must raise all the funds needed to support our activities by our own efforts supported by a Fundraising Team. We are now seeking to recruit an individual who will be at the core of our activities.

### **Reporting Structure**

The post reports to the Fundraising Manager and is part of the established Fundraising Team.

### **Post Objectives**

The prime objective of the post is to process the administrative and clerical activities associated with the activities of the Fundraising Team.

In the delivery of this objective the post holder will be expected to assess the core clerical elements and to prioritise them into the correct order to facilitate timely responses and the avoidance of delays in processing and actioning correspondence. The post holder will be expected to liaise closely with all other departments within the organisation so as to ensure that all team members are aware of the planned activities of the fundraising department in order that communication of activities, responsibilities for task completion etc are maintained.

The post holder will be responsible for communicating with external organisations such as Community Centres, Women's Institutes, Rotary International etc under the direction of the Fundraising Manager and Officer, so that fundraising appeals or activities may be effectively communicated to nominated personnel and that potential joint activities have coordinated action plans.

The post holder will be responsible for drawing up standard communication forms to cover issues such as donations and forthcoming events. This will include poster campaigns, e-mail information sheets etc.

The post holder will be expected to answer telephone queries on behalf of the Fundraising Team and to re-route messages and information requests to the appropriate team member.

The post holder will be responsible for ensuring that the Fundraising Team has excellent records and systems for the fast efficient and accurate retrieval of information.

### **Key Operations**

- Ensure that charitable donations are recorded accurately on our database and appropriate and timely communication sent.
- Input of all relevant supporter data, including all correspondence and income, on the supporter database used for recording all donor activity, and encouraged to develop their own storage and retrieval systems where necessary with the proviso that any other integrated filing systems developed are designed so that other team members can successfully access information.
- Filing, uploading and sorting paperwork as required.
- Managing records and communications with clients appropriately ensuring confidentiality and in line with data protection guidelines.

- To ensure that OTAC policies and procedures are adhered to in the planning and execution of events.
- To ensure that mail shots, general mailing and associated mailing lists are accurate and updated on a regular basis, and distributed when required.
- To ensure that databases are maintained.
- Communication with partners under the guidance of the Fundraising and Communications Manager and General Manager.
- Other administration tasks as required by the Fundraising and Communications Manager to ensure the smooth running of the department.

#### **Other Commensurate Duties**

- To liaise closely with other departments and partner organisations to ensure good communication and positive and supportive relationships are maintained.
- Adhere to the Charity's animal policies and procedures and the HR policies set out in the staff handbook relating to staff discipline, contracts, terms of employment, health and safety and equal opportunities.
- Promote at all times the work and good name of the Charity and in so doing endeavor to ensure that the public are aware of the support needed to maintain and expand the work in caring for all animals in need.

#### **Candidate Profile**

Ideally a clerical and administrative background.

The post holder must be confident in initiating activities and must be orientated towards the completion of tasks in a timely, accurate manner.

The post holder must be methodical in identifying objectives so that tasks are completed in line with the Fundraising Team's Business and Strategic Plan.

The post requires that the post holder is an effective communicator both verbally and via IT mediums.

Must possess an excellent operational level of knowledge on the utilisation and maintenance of databases plus word processing and spreadsheet packages.

#### **Terms of Engagement**

24 hours over three or four days. Holidays 28 pro rata including Bank Holidays. The working pattern will include weekends and Bank Holidays as required.