

Job Description: Fundraising Administrator

Reporting To:

Senior Fundraising Manager / Partnership Development Manager

Hours of Work:

08.30am–5.00pm Monday – Friday. Working outside core hours may be required with possible weekend and evening events during the year.

Location:

The position is based in the charity's Epsom-based administration centre. Home working is not available for this position.

Salary: £22,000 - £24,000 per year (depending on experience)

About Look Good Feel Better:

We are a non-government funded cancer support charity specifically set up to help people manage the visible and emotional side effects of cancer treatment. We have been running confidence-boosting wellbeing workshops across the UK since 1994. With our administration centre in Epsom and working with over 140 hospitals and cancer centres across the UK we have improved the lives of over 196,000 women, men and young adults living with cancer to date.

Outline of the Role:

The Fundraising role is pivotal to our continued success as a fundraising team. Your administrative and database expertise will help support fundraising activity across a range of different income streams and supporters. The Fundraising and Database Administrator will work closely with all members of the Fundraising Team but in particular provide day to day support to the Senior Fundraising Manager, Partnership Development Manager and Finance Administrator.

Key Responsibilities:

- Being first point of contact for all fundraising enquiries
- Responsible for updating our fundraising activities and contacts on our CRM platform, Salesforce
- Handling of donor data and making sure it is input accurately and within GDPR guidance
- Liaising with finance on incoming funds and managing the thank you process once funds have been received
- Packing and dispatch of fundraising packs and materials, raffle prizes and online shop orders
- Conducting regular stock checks of fundraising items and products in our off-site storage facility in Epsom
- Ordering and managing the delivery intake of print materials and fundraising collateral

Preferable Skills:

- A minimum of 2-3 years' experience working in an administrative capacity
- A knowledge of databases and CRM packages would be advantageous
- A strong knowledge of Microsoft Word, Excel and PowerPoint
- Excellent verbal and written communications skills
- Excellent organisational and time-management skills

Personal Attributes:

- Ability to prioritise workload effectively and show initiative where necessary
- Strong attention to detail
- Ability work effectively on own but also as part of a remote team
- A clean and full driving licence

Benefits:

- 25 Days Annual Leave
- Pension Scheme - starts on day one of employment
- Healthcare Scheme – after successful completion of probationary period