



Beams

Supporting disabled children & families

Job Title:	Fundraising Administrator
Reporting to:	Fundraising Manager
We Are Beams Grade:	C
Location:	Hextable Office

Job Purpose

To assist the Fundraising Manager and wider Fundraising Team with the day to day running of administration. This includes maintaining high level administrative practices to support the department across internal and external resources.

Main Responsibilities and Duties:

- Support the team in delivering stewardship as required e.g. phoning and emailing.
- Provide administrative support with all aspects of the department
- Ensure all external portals are updated when required
- Administrative support with recognising supporters in a timely manner
- Process emails to the generic department email address for the charity, passing through to appropriate team members for action as required
- To support the team in coordinating information for PR and Social Media
- To order and request materials needed in the department as required
- Provide general administrative support to the Charity as required
- Ensure all supporter data is logged accurately on the fundraising database. Assist with amendments and data cleaning.
- Maintain confidentiality at all times and ensure compliance with the GDPR.
- Maintain an awareness of relevant developments within the Charity Sector.
- To undertake training and development as appropriate to the post.

Other Responsibilities:

- Attend evening or weekend meetings and events when required.
- Prepare reports and information as requested.
- Continue to implement the quality systems and standards within the Department.
- Ensure all work is carried out in accordance with our Equal Opportunities Policy.



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Personal Specification – Fundraising Administrator

The following outlines the minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	Criteria
Qualifications	<ul style="list-style-type: none"> • A-level educated or above
Experience	<ul style="list-style-type: none"> • Administration experience essential • Experience of working in a voluntary sector organisation desirable but not essential
Skills and Abilities	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Ability to work in a fast moving team • Excellent time management skills • An ability to prioritise work, handle conflicting demands, and meet tight deadlines
Knowledge	<ul style="list-style-type: none"> • Administration and database knowledge essential
Personal Qualities	<ul style="list-style-type: none"> • Willing to be a team player • An eye for detail • Commitment to continuing personal professional development • A good sense of humour, initiative, integrity & honesty • A commitment to and understanding of issues relating to equality of opportunity and the ability to implement change
Other	<ul style="list-style-type: none"> • To be an effective member of the team, presenting a positive impression of the team and the service • To recognise, respect and promote the different roles and diversity of the individuals within the team • Fulfil the requirements of an 'Enhanced DBS Disclosure' • Willingness to work variable hours and flexibility to travel occasionally • Hold a full driving licence.