



# Beams

Supporting disabled children & families

<b>Job Title:</b>	<b>Fundraising Database Analyst</b>
<b>Reporting to:</b>	<b>Fundraising Manager</b>
<b>We Are Beams Grade:</b>	<b>£25,577-£28,013 FTE (depending on experience)</b>
<b>Hours:</b>	<b>28 Hours</b>
<b>Location:</b>	<b>Hextable Office</b>

## Job Purpose

To assist the Fundraising Manager and wider Fundraising Team with their ambitious plans to expand and develop their portfolio. This includes supporting the team to keep all donor records up to date on the Database, maintaining our PowerBi support and to provide the relevant financial information to the Finance department.

## Main Responsibilities and Duties:

- To ensure all data entry is up to date and correct at all times on the Fundraising database.
- To liaise with the fundraisers so that all donors are thanked within the given timeframe.
- To process all money received and provide the income schedule to the Finance department.
- Maintain an electronic filing system.
- To liaise with the Finance team to ensure Gift aid is processed and claimed in a timely manner.
- To keep all event processes up to date and to provide the fundraisers with a schedule of participants on time.
- To ensure all gift aid and GDPR is up to date at all times and follows any legal requirements.
- To assist with all activities which help to raise funds including the preparation of reports.
- To respond to all fundraising enquiries, requests and gifts received.
- Reconciling the bank statements against all the donations received and find out any possible discrepancies.
- To maintain and update the use of PowerBI in the department.
- To support the Fundraising team in at least four events during the year. This will include unsociable hours and weekends.
- To support any development and housekeeping of the CRM database.

## Other Responsibilities:

- Develop and implement 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 Database Analyst

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
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A–level educated or above</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Extensive knowledge of Microsoft Office</li> <li>• Previous experience of database work</li> <li>• Experience of maintaining computerised records</li> <li>• Experience of customer or service user facing environment</li> <li>• Producing accurate reports</li> <li>• Experience using PowerBI or similar</li> <li>• Experience of Database admin</li> <li>• Accurate data collection and the use of data to support bids / projects</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication and organisation skills</li> <li>• Ability to work on your own as well as part of a team</li> <li>• Ability to work with a wide range of people in a sensitive, empathetic, approachable &amp; courteous manner with a commitment to equality</li> <li>• Good IT skills including Word, Excel and willingness to learn others</li> <li>• Quick learner with a flexible and adaptable approach</li> <li>• Highly numerate</li> <li>• Excellent time &amp; project management/reporting</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of Confidentiality and Data Protection</li> <li>• Understanding CRM/Database/PowerBI</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Willing to be a team player with an eye for detail</li> <li>• Commitment to continuing personal professional development</li> <li>• A good sense of humour, initiative, integrity &amp; honesty</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Fulfil the requirements of an ‘Enhanced Disclosure’</li> <li>• Ability to travel (usually within Kent to represent the organisation - Hold a full driving licence.</li> </ul>