

Renewable World Job Description

Job title:	Fundraising and Admin Officer
Location:	Brighton
Salary:	£22-25,000 per annum, depending on experience
Start:	ASAP
Contract:	Full-time, permanent
Responsible to:	Fundraising and Events Manager
Responsible for:	Supporting the Fundraising and Events Manager to maximise income from individuals, events and corporates

Purpose

- Steward, develop and grow income from the Individual Giving Portfolio
- Support the delivery and growth of the Events Portfolio
- Support the development and expansion of the Corporate Partnerships Portfolio
- Provide administrative support to ensure the smooth running of the Renewable World office

Main duties and responsibilities

Individual Giving (50%)

- **Unsolicited one-off and committed giving:** Manage our low-value (£1-£999) donor portfolio. This includes recording all donations and sending a timely thank you, updating and acknowledging failed or cancelled recurring donations and performing quarterly income reconciliations.
- **Online & offline donation journeys:** Maintain online and offline donation journeys, ensuring an easy and seamless user experience. Conduct an annual update of all platforms/forms and set 'shopping list' donation values.
- **Appeals, stewardship mailings and fundraising campaigns:** Provide support to the Fundraising and Events Manager to produce annual appeals and stewardship mailings. Lead on other fundraising campaigns such as individual e-cards (Christmas and other occasions). Ensure our email opt-in list is kept up to date.
- **Individual fundraisers:** Support, steward and thank individuals carrying out a fundraiser for Renewable World.
- **Gift Aid:** Work with our Accountant to ensure that we claim Gift Aid on all eligible donations and that appropriate Gift Aid records are kept.

Event Management and Corporate Partnerships Support (30%)

- **Renewable World Events:** Support the Fundraising and Events Manager to deliver and grow our events portfolio, including our annual cycling event, supporter reception and other fundraising events.
- **External Events:** Provide support as required for any external events run in aid of Renewable World, including the Scottish Green Energy Awards raffle and community fundraising events.
- **Corporate Partnerships:** Support the Fundraising and Events Manager to recruit and steward our corporate partners, including staff fundraising activities, charity of the year and multi-year strategic partnerships.

General Office Administrative Support (20%)

- Provide administrative support to ensure the smooth running of Renewable World's Brighton office. This will include responding to general email and phone enquiries, sorting and sending post, ordering office supplies and equipment and helping manage office contracts.
- Other tasks as appropriate and as agreed with the Fundraising and Events Manager.

Person Specification

Knowledge, experience, skills and competences

Essential

- Minimum of one years' experience working in a fundraising, sales or customer service role
- Excellent IT skills across Microsoft Office and confidence in manipulating data in Excel
- Experience of using Salesforce or a similar CRM, especially for reporting
- Excellent written skills with the ability to draft engaging content
- Highly organised with experience of undertaking administrative tasks
- An excellent eye for detail and ability to meet deadlines with accurate work

Desirable

- Knowledge of data protection and GDPR
- Clean driving license
- Experience of using InDesign

Attitude and approach

Essential

- Positive, 'can-do' attitude
- Strong team player
- Committed to pursuing a career in fundraising
- Willing to work outside normal working hours (e.g. some evenings and weekends)
- Passionate about the work that Renewable World does to help people out of poverty