Job Description

**Job title:** Fundraising Assistant

**Department:** Fundraising

**Reporting to:**  Partnerships Fundraiser

**Location:** Head Office - Grantham

**Hours of work:** 3 days / 22.5 hours per week

**Contract:** Permanent

**Salary:** Circa £18,000 pro rata

### Job Summary

The Fundraising Assistant will look to provide administrative support for the Partnerships team. The aim will be to develop reporting tools that communicate the impact from funders and further aid in the development of our partnerships. The role will also provide support for the FWW Programme Manager.

**Key Responsibilities**

|  |
| --- |
| Responsibility |
| Assist the team in developing systems and information to report on, and celebrate, the impact that partners have on our work, to enable the delivery and business development teams to secure and manage existing and new partners |
| Manage the Trust’s Corporate Membership scheme, ensuring that benefits are delivered to existing corporate members, that they are encouraged to renew and grow their membership level and working with the business development team identify and grow memberships |
| Working with the account management and the products teams identify and secure additional opportunities for supporter recruitment and fundraising through our corporate members |
| Support the FWW Programme Manager with key tasks to help deliver the Programme on time |
| Perform other duties which may reasonably be assigned to them by their manager or supervisor |

|  |
| --- |
| **ROLE DIMENSIONS** |
| Financial – No financial responsibility  | Non-financial –Staff management |
| No  | No |

**Essential Qualities/ Experience/Skills Required**

* Relevant experience acquired in an office environment to work on and deliver multiple tasks simultaneously
* Collaborative working - Strong people skills as you will be dealing with internal and external stakeholders
* Rigorous attention to detail, with ability to multi-task proficiently
* Strong communication skills, both verbal and written
* Delivers results –Analyses problems and uses a range of data and other means to make well informed decisions successful decisions.
* Planning and organising - Plans time effectively taking account of organisational priorities, uses a range of tools to manage workload.
* Customer Focus - Works to identify customer needs. Seeks feedback and develops service delivery accordingly.
* Experience in using Microsoft Office
* An understanding of the fundraising and the marketing function

**How we need to be;**

**Surefooted –** Having a clear sense of direction, being confident by doing the right thing at the right time for the Woodland Trust

**Nimble –** Being innovative and creative and adapting to the changing needs of the Woodland Trust and our people

**Trusted –** Understanding our people, being a listening ear and keeping promises

**Treasured –** Great at building relationships internally across the whole of the Woodland Trust and externally with partners and other stakeholders. A professional respected go-to person.

The post holder is expected to demonstrate alignment to, and willingness to support, the organisations purpose and aims and commitment to its values and behaviours

Selection criteria and procedures are regularly reviewed to ensure that individuals are treated on the basis of their relevant merits and abilities. A copy of our Equal Opportunities Policy is available on request.

We all have a duty to ensure that our acts or omissions at work do not impact on the health and safety of others and ourselves and that we abide by any safety measures as directed and in accordance with the Woodland Trust Health & Safety Policy.