

# Job Description: Fundraising Administrator

**Role Title:** Fundraising Administrator  
**Location:** Bath  
**Hours:** Full time - Monday – Friday (37.5 hours per week)  
**Term of contract:** 1 year contract with the possibility of permanent placement  
**Salary:** £18,700 FTE per annum

Ethiopiaid is based in central Bath and generates income to fund partner organisations in Ethiopia, primarily in Addis Ababa and the surrounding area.

We support projects ranging from maternal health, FGM and women's rights, to education, disability and the elderly. It is our aim to see an Ethiopia without preventable poverty, in which every person enjoys the right to quality education, healthcare and a life of dignity.

## Outline and Purpose of Role

This will be an opportunity to gain a variety of skills and experience in fundraising to further your career within the international development sector. This position is ideal for someone with fundraising and administrative experience looking to develop their expertise. You should also have a demonstrable interest in international development.

You must be highly organised, able to manage multiple projects and work under your own initiatives.

## Main areas of responsibility:

<b>Fundraising Administration</b>	<ul style="list-style-type: none"> <li>To be the first point of contact: processing incoming mail, answering the phones and managing the supporter in-box</li> <li>Create and maintain accurate records of supporters, contacts and income received into the office using the Raisers Edge NXT database</li> <li>Banking all income received in the office in a timely manner, including 2 step process for counting cash and processing credit card payments</li> <li>Support the Finance Mgr with both one off and recurring gift administration made via multiple income streams and add information to Raisers Edge NXT database</li> <li>Support in-house mail merges and other fundraising administration as required by the team</li> </ul>
<b>Donor Stewardship</b>	<ul style="list-style-type: none"> <li>Assist with on-boarding new donors (reduce attrition and maximise life time value)</li> <li>Assist with delivering the donor care pathway for existing donors</li> <li>Re-engage cancelled regular donors</li> </ul>

<b>Support Direct Mail and Acquisition</b>	<ul style="list-style-type: none"> <li>• Support the process of delivering 7 direct mail appeals per annum</li> <li>• Support delivering cold acquisition campaigns</li> <li>• Contribute to the overall creative process</li> <li>• Assist with delivering engaging e-appeals 7 times a year</li> </ul>
<b>Fundraising Events</b>	<ul style="list-style-type: none"> <li>• Lead on ad-hoc events both in house and supporter led, including designing and producing flyers, posters and presentations for use by donors</li> <li>• Assist with the production and procurement of fundraising materials and oversee the loan of fundraising equipment (buckets, banners etc.)</li> <li>• Great Ethiopian Run trip (2019) - support with organisation and fundraising support</li> <li>• Ethiopian Bike Ride (Sept 2020 tbc) – participant recruitment and support</li> <li>• Charity Concert (Nov/ Dec 2019) – support with publicity and organisation</li> <li>• To assist with the development of fundraising from churches and local groups</li> </ul>
<b>Raise the profile of the charity online</b>	<ul style="list-style-type: none"> <li>• Spot opportunities for social media content and support with content creation</li> <li>• Assist with website blog creation as and when needed</li> </ul>
<b>Supporting compliance</b>	<ul style="list-style-type: none"> <li>• Support all work that maintains the charity’s compliance with GDPR</li> <li>• Support gift aid declaration renewals, scanning and archiving</li> </ul>

## Essential

- Minimum of 1 years' office/administration experience in a fundraising/ charity environment.
- Experience in a customer/donor facing role with strong customer service and interpersonal skills.
- Enthusiastic can-do positive attitude; flexible and adaptable with an ability to prioritise workloads from various channels.
- Excellent keyboard and numeracy skills, with a high-level of accuracy.
- Excellent organisational, planning, administrative and time management skills to deliver and cope with a busy workload.
- Excellent written and verbal communication skills (English).
- High-level of computer literacy, specifically Microsoft Office.

## Desirable

- Working knowledge of the Raisers Edge database.
- At least 1 years' database or financial accounting software input experience.
- Educated to degree level.
- Comfortable with using online design packages or willing to learn
- Knowledge of fundraising legislation, regulations and processes.

## HOW TO APPLY

Send your CV and a covering letter explaining, with reference to the Job Description, why you feel you are the right person for this role. Applications can be made by email to:

**Email:** [francesca@ethiopiaid.org.uk](mailto:francesca@ethiopiaid.org.uk)

- **Application Deadline:** Sunday 25<sup>th</sup> August
- **Interview Date:** Wednesday 4<sup>th</sup> September
- Please note that interviews will be held at our office in central Bath. Due to the expected popularity of this position we unfortunately cannot provide feedback on your application.
- This position is open to UK residents with the right to work only.