

## Fundraising Administrator

The Fundraising Administrator reports to the Data & Insights Manager and sits within the Fundraising and Marketing Team.

<b>Line manager</b>	Data & Insights Manager
<b>Manages</b>	n/a
<b>Salary</b>	£25,000 - £26,000 per annum depending on experience
<b>Location</b>	Flexible – 2 days home working, 3 days Office based
<b>Hours a week</b>	35 Hours a week.

## Summary / Overall purpose

Reporting to the Data & Insights Manager, you will be responsible for working with the data and fundraising teams to deliver excellent administrative processes across all areas of income generation at Cure Parkinson's.

You should be forward thinking, pro-active and be able to manage a busy workload of conflicting priorities. You will have experience of using Microsoft Office as well as excellent experience in handling queries via telephone, email and letter. You'll also need an understanding of data protection and GDPR. You'll be confident and enthusiastic and committed to high standards of work at all times.

## Key responsibilities

- Capture and record data, including all donations, accurately and efficiently and thank our supporters within agreed timescales, and in line with agreed procedures. Escalate any data issues to the Data & Insights Manager when needed.
- Process and record income from all sources including third party processors such as Much Loved, JustGiving, Shopify and Facebook to ensure it is recorded against the correct fund.
- Work with the Finance Manager to ensure all income processing is actioned within the required timeframe to comply with finance procedures.
- Manage invoices, payments, and banking, and reconcile income and expenditure on XERO (accounting software) on a daily basis.
- Ensure that records are updated and maintained correctly on our Database, Donorfy, utilising all functional tools available, and in line with established processes.
- Assist with pulling reports, data lists and analytical exercises as and when needed.

- Record and update non-financial information provided by supporters, such as Gift Aid declarations, data protection opt-ins, in memoriam tributes, and other personal information.
- Undertake general administrative duties to include, responding to queries from donors, fundraisers and the general public, franking the post, mailing fundraising materials to supporters, scanning documents and maintaining effective filing systems.
- Managing Cure Parkinson's ecommerce shop and ad hoc fulfilment of orders throughout the year as well as the busy Christmas period in which new stock is introduced and order fulfilment takes place nearly daily.
- Support the management of stock levels of our promotional materials by following robust processes for day to day fulfilment and stock room management.
- Support the Fundraising Team where necessary with the administration of events, including mailing invitations, logging RSVPs, processing tickets and co-ordinating Cure Parkinson's literature and branding where necessary
- Attend fundraising events and represent the charity externally when needed

#### **Things we all do:**

- Support Cure Parkinson's events and activities as required, which will include occasional evening and weekend work
- Ensure the identification of risk, both physical and financial, relating to fundraising activities, GDPR and Data Protection regulations
- Work with fundraising colleagues to ensure the team is up to date on administrative and financial processes, including updating Donorfy
- Work collaboratively across the organisation, providing support where necessary
- Be an effective ambassador for the charity
- Develop an in-depth understanding of our work
- Take on other reasonable tasks, as required

**This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder**

#### **Hours of work and holidays:**

This is a full-time role. However, it should be noted that some events will take place over weekends and Bank Holidays when your presence will be required, which will be compensated with time in lieu. We give 28 days' holiday three of which must be taken over Christmas, plus bank holidays.

#### **Pension scheme:**

After three months you will be entitled to join Cure Parkinson's auto-enrolment pension scheme to which the charity contributes 3%.

**Location:**

Flexible home working offered; two days per week at home and three days working from our London office at Cure Parkinson's, 120 New Cavendish St, London, W1W 6XX

**Diversity:**

Cure Parkinson's recognises the importance of diversity and encourages people from any background to apply for this role, provided they have suitable experience and ability as indicated in this specification.

NB. Cure Parkinson's "assessment for recruitment requirements and competencies" follows.

## PERSON SPECIFICATION

<b>JOB TITLE</b> Fundraising Administrator	
<b>LINE MANAGER</b> Head of Public Fundraising	
<b>APTITUDES/ SKILLS/ABILITIES</b>	ESSENTIAL(E) DESIRABLE (D)
Ability to understand fundraising activities and how administrative tasks support that function	E
Excellent interpersonal skills and the ability to communicate effectively both orally and in writing at all levels	E
Organised and able to manage busy workload	E
Able to maintain accuracy and attention to detail in a busy working environment	E
Comfortable working autonomously and proactively, alongside being a strong team player	E
Sensitivity to the cause and Cure Parkinson's' research-based activity	E
Outgoing, confident, friendly, positive, professional and determined	E
A willingness to learn about Parkinson's and the research that Cure Parkinson's funds. The ability to understand and convey technical or scientific information and communicating complex visions to non-scientific supporters	E
Committed to achieve Cure Parkinson's' vision and values	E
Is willing and able to work flexible and unsocial hours (including some bank holidays) as required, including travelling and attending evening/weekend meetings and events	E
Experience of working in or volunteering for a charity	D
<b>QUALIFICATIONS KNOWLEDGE AND EXPERIENCE</b>	ESSENTIAL(E) DESIRABLE (D)
Educated to degree level or equivalent qualification	D
Excellent Microsoft Word, Excel and PowerPoint skills	E
Experience of using a database or CRM fundraising software	D
Knowledge of current data protection/GDPR regulation	D
Good problem-solving skills	E

Assessment for recruitment requirements and competencies