**Fundraising Assistant (Part-time)**

**REPORTS TO:** Senior Fundraising Manager

**HOURS OF WORK:** 9.00-17.00 (28 hours per week)

**SALARY:** £18,000 – £20,000 pro-rated to 4 days per week

**LOCATION:** London, SE16

**Additional benefits**: Season ticket loan, 33 days’ holiday (inc Bank holidays) pro-rated.

**About the role**

The Fundraising Assistant will help the Senior Fundraising Manager and the Marketing and Events Fundraising Officer to raise funds for the work of the Multiple System Atrophy Trust, provide support to donors, fundraisers and volunteers and record information on donations. The post holder is expected to be self-motivated and show initiative and flexibility.

This role requires someone with an interest in fundraising and the voluntary sector, who has an organised and proactive approach to tasks. This role would suit someone who wants to get into the voluntary sector or who is looking expand their skills in an organisation that offers learning and development opportunities.

**Key Responsibilities**

**Fundraising and Office Administration**

* To input donations in to the CRM database and to thank supporters in a timely manner
* To input merchandise orders in to the CRM database and to manage the distribution of merchandise and online shop orders
* To input information in to the organisation’s accounting software
* To respond to email and telephone enquiries from supporters and fundraisers in a timely, supportive and professional manner
* To keep a record of all mail coming into the office, date stamp and record destination
* To frank mail from the fundraising team

**Events and Community Fundraising**

* To assist with fundraising in consultation with the *Marketing and Events Fundraising Officer.*
* Assist in preparation for events, organise event materials such as merchandise and fundraising/supporter packs.
* Process booking forms and other data entry.
* Update details of attendance following an event, support fundraising team to ensure thank you cards are completed and sent
* Produce summaries of feedback following events using the feedback forms filled in by attendees
* To input information from reports from online giving channels in to the CRM database
* To thank fundraisers in a timely manner after they complete their event and provide a certificate
* To update the CRM database and spreadsheets with details about fundraising events and maintain accurate records and information
* To attend fundraising events, organisation events and local support group meetings as appropriate. This will involve some weekend and evening work.

**Charitable Trusts and Foundations Fundraising**

* To assist with trust fundraising in consultation with the *Senior Fundraising Manager.*
* To work with the Senior Fundraising Manager to research prospective charitable trusts and foundations and develop persuasive applications for a portfolio of smaller grants from charitable trusts and foundations.
* To maintain accurate records while making applications on the CRM database and to manage relationships with the portfolio of trusts including thanking in a timely manner when grants are received

**Other Duties**

* To work as directed to help raise income for the organisation, feeding in to our fundraising strategy.
* To attend staff meetings and regular supervision
* To support volunteer engagement across the wider Trust as appropriate.

To undertake any other reasonable activity in line with the responsibilities of the post as requested by the Chief Executive, Trustees or other staff.

**Person Specification**

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| **Criteria** | **Description** | **Essential (E) / Desirable (D)** | **Assessed on Application form (A) /or at Interview (I)** |
| **Qualifications** | Educated to A level or with equivalent professional experience. | D | A |
| **Experience of** | Successful fundraising in a voluntary or paid capacity | D | A/I |
|  | Recording data or using a CRM database | D | A/I |
|  | Experience of computerised accounting programmes and their implementation | D |  |
|  | Experience of working in the voluntary sector, preferably in a health or disability setting. | D | A/I |
| **Knowledge of** | MSA and the issues faced by disabled people. | D | I |
|  | CRM databases (we use Raisers Edge) | D | A/I |
| **Skills** | Ability to problem solve and prioritise workload. | E | A/I |
|  | Excellent verbal and written communication skills; able to communicate effectively with a variety of people (e.g. fundraisers, volunteers, service users, suppliers). | E | A/I |
|  | Strong writing skills in order to produce a range of written materials for donors. | E | A/I |
|  | Excellent numerical and self-management skills. Attention to detail is important | E | A/I |
|  | An ability to be self-motivated and proactive | E | A |
|  | Excellent IT skills with the ability to work confidently with Microsoft Office and database systems. | E | A |
| **Organisational requirements** | Commitment to MSA Trust’s vision, mission and values. | E | I |
|  | Knowledge and understanding of the social model of disability and a firm commitment to the inclusion of disabled people and equal opportunities within society. | D | I |
|  | An ability to understand and work within organisational policies and procedures in your work. | E | I |
|  | An understanding of the importance of discretion and confidentiality. | E | I |
|  | Availability for occasional evening and weekend work. | E | A |

**About the Multiple System Atrophy Trust**

The Multiple System Atrophy Trust is the UK’s leading charity supporting people affected by multiple system atrophy (MSA) – a rare neurological disease with no known cause or cure.

**MSA**

Multiple System Atrophy (MSA) is a progressive neurological disorder that affects adult men and women. It is caused by degeneration or atrophy of nerve cells in several (or multiple) areas of the brain, which can result in problems with movement, balance and autonomic functions of the body such as bladder and blood pressure control.

**Our Services**

We provide a telephone and email support line, three specialist MSA nurses and 36 regular regional support groups throughout the UK and Ireland. These activities are crucial in reducing the isolation of having a rare and incurable disease. The Trust also funds research to find the cause, and one day, cure for MSA.

The Trust’s Vision is a world free of MSA. Our Mission is to find the cause and, ultimately, cure for MSA. Until that day, we will do all we can to support people affected by MSA and to strive to ensure that they are not alone on their individual journeys.

The Trust has seven core values, we aspire to be:

* led by those we serve – we strive to put those we serve at the heart of everything we do
* collaborative – we will work collaboratively when this is in the best interests of those we serve and the Trust
* supportive – the Trust exists to support people affected by MSA throughout their journey – we are on their side and we want them to know and feel this
* open – we want to be open and welcoming to everyone affected by MSA who makes contact with us
* respectful – our ethos is to critique not to criticise
* committed – everyone who is involved with the Trust should be committed to doing what they can, in whatever capacity, to improve the lives of people affected by MSA
* informative – we want to inform and be honest and transparent about what we say and what we do.

KW/AB Mar16