

Job title: **Fundraising Admin Assistant**
Department: **Fundraising**
Reports to: **Digital and Community Fundraiser**



Key Relationships:

- Fundraising staff team
- Centre Manager and staff team
- Volunteer Fundraising Committee
- Supporters, volunteers and the public
- External partners

Hours: **PT between 20-30 hours per week, expectation to be available Mon-Friday core hours 9-3pm with other hours worked flexibly. Evening and weekend work as required. Please state hours you are available on your application.**

Role type: **Permanent, part time – Subject to probation review after 6 months.**

Location: **CDCH centre in Cambridge, Glos and home working**

Salary range: **£9.50 ph**

About the Cotswolds Dogs and Cats Home

As a leading animal rescue charity in the Cotswolds we care for hundreds of abandoned, abused and neglected animals each year and find them incredible new families. We also support pets belonging to families with low incomes ensuring they have access to veterinary treatment and do not suffer because of cost.

The Cotswolds Dogs & Cats Home opened in September 2016, and as the profile of the charity has increased, we have gained more support from the local community. It is vital to the success of the fundraising function that we both engage and nurture our existing supporters as well as grow our supporter base. The Fundraising Assistant will be key to ensuring we provide a great experience for our supporters. We have a dedicated volunteer fundraising committee that organise a number of fundraising events and initiatives throughout the year and the postholder will be central to supporting this team who give their time freely to the charity.

This is an exciting stage in the charity's development and the Fundraising Assistant post will support the fundraising department in the effective and efficient delivery of its fundraising initiatives and activities. The postholder will provide administrative support across the key areas of events and community fundraising, corporate fundraising, trusts and foundations, and individual giving as well as general charity administration.

The successful candidate will ideally have good experience and is confident working with databases, will be highly organised and a great communicator. The postholder must be able to work on their own initiative and will have huge amounts of energy, commitment and enthusiasm.

A passion for animals is essential.

Please complete and application form and send with covering letter to:
Email: fundraising@cdch.org.uk

the Cotswolds
Dogs & Cats
Home

Main responsibilities:

General Administration

- Respond to enquiries via phone, email, social media and post
- To ensure that the database is accurate and up to date to produce weekly reports
- To process incoming donations to the charity and send acknowledgement and thank you correspondence
- Carry out the day-to-day administration of the fundraising department
- To manage third party sponsorship websites, e.g. Virgin Money Giving, coding and recording income, thanking donors and liaising with the finance department to ensure the accuracy of data and reporting
- To accurately record and code all financial information on our database and produce weekly reports
- To provide administrative support of regular giving and sponsor a cat/dog
- To provide administrative support to other specific activities and events as directed
- To make updates to the website and social media as necessary
- To assist with the collation of material to include in our newsletters
- To send out fundraising support materials, ensuring stock levels are maintained
- To support the marketing of fundraising initiatives and activities
- To book and schedule collections for our volunteers and occasionally attend collections
- Undertake wide-ranging prospect research, identifying both potential corporate and event opportunities
- Ensure fundraising literature is distributed to our shops, added to adoption packs, updated on shop TV's and other appropriate outlets.
- Keep up-to-date with best practice in fundraising and comply with all relevant legislation and regulation and work within the organisation's policies and procedures

Fundraising and Events Assistance

- To assist with organising a schedule of annual events such as Open Days, Raffles, Online Auction and Christmas Concert.
- To continually obtain prizes for raffles/tombolas and draws from local businesses
- To provide support with the delivery of events including preparing equipment and materials
- To prepare and book community events at key local events and festivals throughout the year
- Provide cover and support at community events including rotas for event volunteers

Other

To undertake other appropriate tasks as directed

Person Specification:

Essential:-

- Excellent verbal and written communication skills
- The ability to be proactive, seize and capitalise upon opportunities, react quickly and flexibly and translate these into an achievable plan of action
- A strong team player who is confident, reliable, creative self-motivated and target driven
- Excellent IT skills including the use of Word and Excel.
- Excellent database management knowledge and skills. The fundraising database is integral to the smooth running of all department functions.
- Personal sensitivity toward and empathy with the ethos of the Cotswolds Dogs & Cats Home
- Able to work outside of normal working hours and to be flexible to the role (this will include evenings and weekends)
- Willing and able to lift and carry boxes/items prior to and after events
- Current valid driving licence and use of a vehicle essential

Desirable:-

- Previous relevant work experience
- Experience of donor development and direct marketing techniques
- Some experience of event organisation
- Experience of website maintenance
- Able to demonstrate a logical and methodical approach and the ability to develop and implement processes and procedures
- Flexible and adaptable – able to work across the organisation as required during peaks of activity
- The ability to win people over, to inspire them about the work of the Cotswolds Dogs & Cats Home and motivate them to contribute time skills and financial resources

Personal attributes:

- An understanding and empathy with the welfare of animals
- Strong interpersonal skills with ability to build relationships at all levels
- Self-starter who is capable of managing a very busy workload and managing time effectively
- Team player with the ability to work on own initiative.

Key information:

Application deadline: Friday 28th January 2022. If you have not heard from us by 1st February then please assume you have been unsuccessful at this time. Interviews: Week commencing 31st January

Benefits:

- Contributory pension
- Flexible working
- Hybrid working
- 28 days annual leave inc BH
- Pet Plan insurance discount
- Discount in CDCH charity shops

Please note that all offers of employment require: References deemed satisfactory to the Home
Proof of eligibility to work in the UK.

All new employees to the charity will be subject to a six month probationary period.

We are unable to allow staff to bring their own dogs with them to work.

The post requires occasional working outside of normal office hours. Attendance may also be required at meetings which may be held in the evenings This role profile is not exhaustive and may be subject to change to meet the operational needs of the charity.

Please complete and application form and send with covering letter to:
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**the Cotswolds
Dogs & Cats
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Registered Charity No: 206007