



# FUTURE DREAMS

SUPPORT . AWARENESS . RESEARCH

FOR THOSE TOUCHED BY BREAST CANCER

## FUNDRAISING ASSISTANT JOB DESCRIPTION

**The Role** – Full time (37.5 hours) per week

**Location** - Hybrid/Flexible with a minimum of four days at Future Dreams House (FDH, Kings Cross)

**Salary** - £27,250 FTE

**Reporting to** – Head of Events/Director of Fundraising

As Fundraising Assistant, you will provide support across all areas of the fundraising team with particular focus on supporting our events and challenge event activities. You will assist with the operational and administrative requirements for our programme of special events/challenges, acting as the first point of contact for the team. You will have excellent written and verbal communications skills, sound IT skills and be confident with budgets. Most importantly you will be a team player.

### Key responsibilities

#### For Special Events and Challenges

- Provide outstanding account management and stewardship for all donors and supporters attending our events and challenge activities
- Monitor the fundraising inbox and act as the first point of contact for all event/challenge enquiries (including those received by post, email and telephone) and provide operational support across the team
- Provide tailored support to all community fundraisers, and cultivating them to become a long-term supporters
- Assist with sending out fundraising merchandise including supporter packs, running vests, t-shirts etc.
- Undertake research on prospective venues, production companies, caterers, entertainers, artists, collaborators and partners, etc
- Develop a range of appropriate and impactful resources to support the needs of fundraising events/challenges including working with our communications team on monthly e-newsletters, website updates, etc
- Collation, cataloguing and remit of auction and raffle prizes
- Attend events, as necessary, sometimes outside normal working hours for which time off in lieu will be given
- Help process donations and support with donation acknowledgment receipts and thank you letters, as appropriate.
- Work with the Database Manager to record and maintain all event and challenge income and supporter records on the database and help ensure that our CRM platform (Donorfy) is being updated and utilised as the central source of information. Training will be given.
- Provide regular updates on event and challenge progress against agreed objectives contributing to wider departmental fundraising reports as required

## **Fundraising Team:**

- Develop excellent and enduring relationships with current and potential supporters
- Help to develop new fundraising products and events and market them
- Be a core member of the team, working collaboratively and lending your expertise and life experience to peers to optimise team performance and understanding
- Show flexibility the willingness to adapt and play an active role in all charity meetings and activities
- Ensure compliance to data protection, safeguarding, confidentiality and relevant organisational policies and procedures.
- Undertake other duties as required by the team and charity
- Deliver all activities in accordance with ethical, legal, trading, governance, insurance and Fundraising Code of Practice requirements

## **QUALIFICATIONS AND SKILLS**

- Experience of working in a charity, fundraising or sales customer or community facing role, and developing strong relationships
- Experience of using a fundraising or CRM database (Future Dreams uses Donorfy for which training will be given)
- Excellent interpersonal skills, ability to liaise with people at all levels, on the telephone, face to face and in writing
- Excellent computer skills and experience (Word, Excel, Powerpoint, etc)
- Ability to work independently and as part of a team, managing multiple projects and deadlines. Ability to prioritise tasks and manage a busy workload.
- Ability to carry out thorough research to keep-up-to date with new fundraising opportunities.
- Demonstrable initiative, determination and enthusiasm
- Excellent attention to detail and accurate record keeping.
- Passionate about Future Dreams' vision, mission and values.

## **BENEFITS**

- Competitive salary and benefits package, including 25 days holiday, three additional days during over Christmas and New Year and one faith day.
- Annual eye checks for all employees and annual mammograms for all employees over the age of 40
- Flexible working arrangements.
- Supportive and collaborative team environment.
- Professional development opportunities.
- Office lunch and employee wellbeing classes

## **HOW TO APPLY**

Interested candidates should submit a CV and cover letter detailing their experience and suitability for the role to Suzanne Brennan [suzanne@futuredreams.org.uk](mailto:suzanne@futuredreams.org.uk) Deadline: Monday 2 December 2024. Interviews to be held from 9 December 2024.