



<b>JOB DESCRIPTION:</b>	<b>Fundraising Assistant – Online &amp; Corporate Giving</b>	<b>Grade C8</b>	<b>FE101</b>
<b>Responsible to:</b>	<ul style="list-style-type: none"> <li>• Database and Digital Officer (DDO)</li> <li>• Fundraising Manager</li> </ul>		
<b>Responsible for:</b>	<ul style="list-style-type: none"> <li>• Online Giving</li> <li>• Donated Goods</li> <li>• Corporate relationships</li> <li>• Trusts and Grants admin</li> </ul>		
<b>Liaise with:</b>	<ul style="list-style-type: none"> <li>• Marketing</li> <li>• Online giving supporters</li> <li>• Donor Relations Administrator</li> <li>• External supporters</li> </ul>		
<p><b>Context &amp; Scope:</b>          Bransby Horses was founded in 1968 by Peter Hunt, his lifelong passion for horse welfare continues as the charity works hard to be flexible in its approach to meet the growing demands on horse welfare charities.</p> <p>We continue to rely entirely on supporter's income which is derived predominantly from long term relationships with our supporters. The way in which we engage with the local community and our major donors is of paramount importance so that they continue to be aware of the work of the charity, to understand its importance and to support us.</p>			
<p><b>Main Purpose of the Role:</b></p> <ul style="list-style-type: none"> <li>• To support in the development of online giving through various platforms and eBay</li> <li>• Supporting with data pulls and regular updates of department KPIs</li> <li>• Trust and corporate admin processing</li> </ul>			
<p><b>Summary of Main Duties:</b></p> <p><b>Corporate Giving and Trusts</b></p> <ul style="list-style-type: none"> <li>• Supporting in the ongoing growth of corporate relationships, either through onsite bookings or through CoTY</li> <li>• Research and build information for each grant or trust in preparation for bid writing</li> <li>• Recognise and understand funder and stakeholder needs</li> <li>• Maintain a comprehensive overview of reporting and reapplication dates for trust donors to ensure donor retention and a reliable income stream</li> <li>• Ensure all donors are thanked for gifts punctually and appropriately</li> <li>• Maintain accurate records of key activities and contacts on the fundraising database</li> <li>• Work to maximise efficient use of the CRM, for the purposes of streamlining the trusts fundraising function</li> </ul> <p><b>Supporting in Database</b></p> <ul style="list-style-type: none"> <li>• Working with the Database and Digital Officer (DDO), developing and documenting up-to-date Operating Procedures for data entry, importing, and checking data.</li> <li>• Deliver responsible fundraising as per the CIOF Code of Practice and Fundraising Regulator demonstrating a genuine duty of care.</li> </ul>			

- Ensuring all supporter data to be managed in line with the Data Protection Act, Fundraising Preference Service, IOF, Fundraising Regulator and Charity Commission Guidance.
- Involvement in the planning and development of the database, as well as supporting in troubleshooting any issues on behalf of other members of the department.

#### **Online giving and EBay**

- Support in the development of the eBay shop, in particular donated goods, ensuring these are sorted and processed online, following the eBay guidelines and procedures.
- Work with the DDO to support online events, ensuring clear outcomes and targets are met.
- Help in identifying and distributing suitable items for selling in the Donated Goods shop.
- Regularly update the CRM of donations made and ensure they are segmented for future mailings and supporter journeys.
- Keep up to date with current online trends and activity to ensure we are utilising online platforms to their full advantage.
- Occasionally going out to collect Rug and Tack with another colleague to boost stock levels and create relationships.
- Research further development of online giving such as lottery and other selling platforms.

#### **General Duties**

- Support through busy campaign periods as required within the team.
- Participate in regular supporter calls thanking them for their support and representing the charity in a positive way.
- Ensure an efficient service in line with the Bransby Behaviours.
- Proactively protect and enhance the reputation of the charity and not bring it into disrepute.
- Deal with confidential and sensitive information appropriately following Data Protection and GDPR procedures at all times.
- Read, understand and observe the requirements of Health and Safety Policy and Procedure at all time.
- Develop relationships with other departments as required and work together for the benefit of the charity.
- To ensure that any advice or guidance provided is in line with the Bransby Horses professional advice and guidelines.

**This is not an exhaustive list of all of the duties that may need to be undertaken. It may be necessary to undertake other duties in order to fulfil the objectives of the charity.**

Person Specification	Requirements
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of English and numeracy skills.</li> </ul>
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Experience within the charitable sector</li> <li>• Knowledge of current volunteering legislation</li> <li>• Knowledge and understanding of equine welfare practices is desirable</li> <li>• Knowledge of DR/GDPR/PECR/IOF/FR/CC</li> </ul>
<b>Skills &amp; Competencies</b>	<ul style="list-style-type: none"> <li>• The ability to use initiative to make sound and justifiable decisions</li> <li>• Be effective in both verbal and written communications</li> <li>• Be able to provide high standards of customer care</li> <li>• Be organised and able to work from own initiative</li> <li>• Have a versatile and flexible approach to working</li> <li>• Have the ability to maintain high standards and demonstrate accuracy and the ability to be thorough in your work</li> <li>• Have the ability to focus on routine work and follow instruction appropriately</li> <li>• Understand the need for and demonstrate confidentiality as appropriate</li> <li>• The ability to lift and carry</li> <li>• Good knowledge of Microsoft Office</li> <li>• Possess the ability to motivate others</li> <li>• Be able to communicate confidently to large groups is desirable</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Have a polite, friendly and approachable manner</li> <li>• Be a good team player</li> <li>• Possess the ability to promote a professional image of the charity at all times.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Ability to travel</li> <li>• Ability to work flexible hours including weekends, evenings and Bank Holidays as required</li> </ul>