

<b>Job Title:</b>	<b>Fundraising Assistant</b>
<b>Responsible to:</b>	Fundraising Development Manager
<b>Salary:</b>	£20,000 FTE (£12,000 pro-rata)
<b>Hours:</b>	Part Time: 21 hours per week. May involve occasional weekend/evening work
<b>Location:</b>	RCET Office, 121 George Street, Edinburgh EH2 4YN

**Job Purpose:**

To support the Fundraising Development Manager with the effective operation of the Fundraising Department at RCET. To support the maximisation of revenue generation through the maintenance of existing support and the development of new fundraising opportunities.

**Responsibilities and Duties:**

- Alongside the Fundraising Development Manager be responsible for managing the Fundraising and Events email inboxes.
- Lead, with the support of the Fundraising Development Manager, the stewardship plan for individual Community and Event participants including the sending of welcome, good luck and thank you emails as well as thank you letters and certificates.
- Work with the Fundraising Development Manager to develop new and innovative fundraising activities for community based groups, schools and individuals to take part in.
- Build relationships with community groups and schools through presenting on behalf of RCET and encouraging fundraising activity.
- Support the Fundraising Development Manager with identifying and writing funding applications to corporates, trusts and foundations.
- Work with the Fundraising Development Manager to recruit new fundraising volunteers and help to train, steward and develop these individuals.

- Support the Fundraising Development Manager with the creation and promotion of campaign materials for individual giving and legacies.
- Under the guidance of the Fundraising Development Manager undertake gift administration through recording donations and reconciling bank statements.
- Regularly updating our database (ThankQ) in a timely and accurate manner helping us to maintain clear records for our donors and ensuring an audit trail for donations received.
- Assist the Fundraising Development Manager with the production of reports, mailing lists and queries within the Database
- Assist the Fundraising Development Manager to maintain in-house policies and procedures which outline our standard Database processes.
- Assist the Fundraising Development Manager with prospect research.
- Working with the Fundraising Development Manager to organise any fundraising events throughout the year.
- Support the team to provide fundraising copy for the website, social media and our quarterly newsletter Postings as well as taking the lead on maintaining all fundraising materials.
- Provide administration support to the team and attend events where necessary.
- Act as an Ambassador for RCET.

### Person Specification

#### Essential

- Working knowledge of MS Office and related software applications
- Excellent levels of competency in written and spoken English.
- Excellent interpersonal skills and the ability to develop relationships at all levels.
- High level of accuracy and numeracy.
- A flexible and adaptable approach, coupled with the ability to prioritise workload to meet deadlines.
- Excellent time management skills.
- Ability to operate under pressure to deadlines.
- Willingness to engage in continuous professional development to ensure knowledge and skills are kept up to date.
- Tact and discretion.
- Good team working skills.

#### Desirable

- Experience of using a database
- A passion for supporting children and young people to reach their full potential.
- Experience working in an office environment, particularly at a charity.

