**Fundraising Assistant – My Name’5 Doddie Foundation**

We are looking for an independent, committed and engaging Fundraising Assistant to join our team. This is a very exciting time for the *My Name’5 Doddie Foundation,* as we grow our fundraising capacity to achieve our vision of a world free of MND.

As Fundraising Assistant, you will be a crucial part of a dynamic and growing team, working closely with our Community Fundraising Manager.

Our ideal candidate will have strong organisational, communication and data management skills, with the ability to work within a fast-paced team. This post would be ideal for someone with a love of organisation, an interest in fundraising and a passion for improving lives.

**Job Description**

The Fundraising Assistant will be the first point of contact for the Fundraising and Communications team. The broad responsibilities will be:

* Processing the income raised by our supporters
* Building and maintaining strong fundraising relationships
* Providing support and stewardship for certain fundraising supporters
* Providing admin support for the Fundraising and Comms Team

**Key Responsibilities**

* Providing outstanding supporter care as a key contact for fundraising and general enquiries at the Foundation.
* Collating and sending fundraising packs as part of the supporter journey.
* Fulfilling thank you letters and ensuring Foundation stewardship processes are followed.
* Processing, recording and reconciling donations via several channels (e.g. daily post, BACS, third party online portals, credit card payments etc.)
* Maintaining the Foundation’s supporter database and keeping their details up to date.
* Working with the CFO to input HMRC Gift Aid Claims
* Working with the Digital Lead and Fundraising Manager, to co-ordinate regular social media activity for the Fundraising team.
* Maintaining the fundraising calendar of activities and tasks.
* Uploading fundraising events and news articles onto the Foundation website.
* Ordering and maintaining stock levels of fundraiser merchandise and incentives.
* Working with the Digital Marketing Lead on Doddie Aid administration.
* Maintaining confidentiality of information, observing data protection laws, and adhering to fundraising best practice.
* Attending events to represent My Name’5 Doddie Foundation.
* Providing administration support appropriately as directed by the Fundraising Manager and Director of Income Generation

**Skills and Experience**

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| **Essential** | **Desirable** |
| * Excellent verbal and written communication skills. * Proficient in use of Office 365 including Excel and Word. * Experience using customer/donor databases. * Experience in a customer service role. * Excellent inter-personal and communications skills. * Experience working in a busy, diverse team. * Effective at building relationships with people * Ability to manage multiple tasks * Ability to use own initiative. * Ability to manage time effectively. * Comfortable to work with minimal supervision, but as part of the fundraising team. * Professional and hard-working team with a positive and collaborative work ethic. * Driver’s licence and access to a car. * Desire to learn and develop a career in fundraising. | * Experience working with the charity sector * Understanding of MND * Experience of a CRM system. |

**Duration**– Full-time with flexibility

**Salary/Day Rate –**£21,000

**Annual Leave** – 25 days (plus 8 days bank holiday)

**Working Hours** – 37.5 hours per week

**Duration** - Permanent

**Location** – Virtual, ideally in or near Edinburgh

**About the *My Name’5 Doddie Foundation***

**Our vision**: The Foundation is committed to helping improve the lives of those affected by Motor Neuron Disease. We help to fund grants, giving considerable sums to our friends at MND Association and MND Scotland to administer to individuals and families living with MND.

**We do this by**: Working in partnership with existing frontline care providers to ensure the holistic needs of patients and their families are understood and met. We do this through supporting our friends at MND Scotland and MND Association who conduct the due diligence and manage these grants on our behalf.

We initiate and encourage research to better understand the information and support needs of MND patients and their families.

We engage with patients through the provision of information about latest developments and the opportunity to shape research priorities clinical trials and rapidly translating results into clinical practice.

Our vision is underpinned by our five main Strategic Pillars:

* Research
* Support
* Awareness
* Sustainability
* Love, Fun & Hope

How we work:

* Making the best decisions
* Leading by example
* Being good colleagues, team-mates and friends
* Finding solutions
* Adapting to change and delivering improvements
* Work well together