



## **JOB DESCRIPTION**

**Role: Fundraising Assistant**

**Reporting to:** Fundraising Consultant (Head of Fundraising)

**Place of Work:** Musgrove Park Hospital, Taunton

**Hours of Work:** 37.5hrs per week

**Starting Salary:** £18,000 per annum

### **Job Summary**

The Fundraising Assistant will work with the Head of Fundraising and Community Fundraiser to help to plan and deliver annual and capital fundraising for the "Love Musgrove" Charity. He/she will provide general administrative support, take the lead on database management and the thanking process and work alongside the Community Fundraiser to increase engagement within the local community. The Fundraising Assistant will also support the team and fundraising volunteers with events and meetings.

### **Main duties**

The Fundraising Assistant will:

1. Act as the first point of contact for, and respond to, all fundraising enquiries and provide efficient and effective supporter care.
2. Be responsible for the timely processing, recording and acknowledgement of donations.
3. Maintain and update the Harlequin database ensuring all individual records are accurate, and produce monthly reports to monitor fundraising progress.
4. Assist in the preparation of newsletters, supporter surveys, direct mail letters and other mailings to supporters.
5. Assist in the development of fundraising materials and merchandise to support both annual and capital fundraising, and ensure stocks are maintained.
6. Be responsible for the administration and presenting of the staff lottery.
7. Maintain regular contact with volunteers and manage recruitment for events.
8. Regularly update the Charity's web pages and social media channels.
9. Organise and attend fundraising events and meetings.
10. Write and issue agenda and meeting notes.
11. Maintain fundraising files.
12. Conduct other duties as assigned by the Head of Fundraising.

There may be occasional out of hours work in the evening or at weekends. Access to a car is desirable.

**This is a significant opportunity for a fundraiser to work alongside senior colleagues from the UK's leading fundraising consultancy to further develop their skills and career.**