

Job Vacancy

Fundraising Administrator

Salary: £18,000 **pro rata** + 6% pension contribution

Location: Bristol or Flexible with home working

Contract type: Full time, 6 month fixed term contract (June – Dec 2022)

Benefits

- 6% employer pension contribution
- 25 days annual leave pro rata plus statutory bank holidays
- Employee assistance program in place with free access to confidential, professional legal and health advice
- Cycle to work scheme

Meningitis Research Foundation: We are a leading UK and international charity that aims to improve the prevention, diagnosis and treatment of meningitis and septicaemia (also known as sepsis). It is an exciting time for the charity as we expand our reach and impact to meeting the challenges of meningitis and septicaemia wherever they exist in the world, and are working to achieve the new global roadmap to defeat meningitis alongside major international public health organisations.

The candidate: We are seeking an enthusiastic individual committed to our values. The ideal candidate will be proactive in encouraging student fundraising activity and contribute primarily to the achievement of the student team goals. The candidate will be a strong communicator building internal and external relationships, confident with data and have high attention to detail.

The application process: The closing date for completed applications is 5pm Tuesday 17th May 2022. Interviews will be held by zoom on Tuesday 24th May 2022 or sooner should early candidates apply. We advise you to submit an early application to be in with the strongest chance of securing an interview. If you have any questions or would like to discuss the role further please call 0333 405 6277.

Please return application forms via e-mail to beckym@meningitis.org. Please be advised that CVs alone will not be considered.

Following receipt of satisfactory references, the successful candidate can start in role at the earliest convenience.

MRF is committed to safeguarding, any advertised role will require references and confirmation of your identity will be undertaken. Specific roles will state if there is a requirement for further checks.

About Meningitis Research Foundation

Meningitis Research Foundation is a leading UK and international charity working to defeat meningitis wherever it exists.

Meningitis and sepsis are together the second biggest infectious killer of children under the age of 5 globally. It strikes quickly and can affect anyone of any age. We are driven by the call of people who have experienced the devastating effects in their lives. Their demand is simple and powerful - to ensure "no other family has to go through what we have".

Our vision is of a world free from meningitis and septicaemia. A world where effective vaccinations can protect everyone. A world where people who do get the diseases get the most effective diagnosis and treatments possible. A world where people affected and their families have the best support and information.

To achieve this, we bring together people and expertise, linking patient experience, research, policy and practice. We do this by supporting research into effective vaccines, diagnostics and treatments. We share results of the research with the public, health care professionals and research networks to raise awareness of what they can do to increase personal, family and community protection, optimise treatments and strengthen health systems.

We provide direct support to people and families affected. We believe that working in partnership the knowledge, experience, skills and finance available from the private sector are essential to achieving long term and sustainable impacts. We fundraise, inform and educate.

Over nearly 30 years we have played an instrumental role in helping to reduce death and disability from meningitis and septicaemia wherever it exists. To achieve this our incredible supporters have enabled us to fund research in the UK, Europe, North and South America, Sub-Saharan Africa, and Australasia.

With a drive to continue ongoing work in the UK and Ireland whilst growing our international presence significantly, we are about to embark on a new phase of development for the charity. We believe there has never been a more exciting time to join our team.

We value imagination, effectiveness and productivity in our work and provide an encouraging environment for enthusiastic, dedicated professionals to grow. We reward with good working conditions, competitive salaries and terms and conditions, respect and equal opportunities

Job Description – Fundraising Administrator

Context

We provide direct support to people and families affected by meningitis and are looking for someone who can assist our team in achieving fundraising plans and targets by giving functional support to our student team and the wider fundraising department as required. In return you will learn about an international charity, its beneficiaries and a range of its activities. You will be working with a lively, friendly and varied team and develop an understanding of charity fundraising techniques.

Purpose

To provide administrative support by:

- Updating and maintaining the charity's databases with financial and donor information
- Identifying opportunities for improving processes, implementing changes to how we work and documenting and monitoring processes within the fundraising department
- Working on clearly identified and agreed projects to assist in the organisation and running of our student programme

Reports to

The Senior Fundraising Manager will be responsible for your post and will ensure you have been given appropriate responsibilities and tasks. This will include monitoring your performance, ensuring you are well supported, and providing feedback as you progress.

Responsibilities

- Understand our fundraising database and how it is used and to be able to create and maintain records, acting as a key point of contact and support to the rest of the team
- Provide proactive and responsive general day-to-day administrative support to the student fundraising team, seeking ways to maximise the efficiency of the department
- Carry out routine financial administration and monitoring processes within the department
- Manage information from online fundraising platforms used by our donors and supporters
- Enthusiastically seek improvements to the department's processes so as to bring about long-term improvements to efficiency

Key Tasks

- Manage donor information within our database. Updating event and contact details, communications and donation information
- Manage/Oversee new online fundraising pages, set up and amend donor information, before passing to relevant fundraiser/membership team
- Produce regular reports, especially in relation to financial record keeping
- Answer calls and monitor inboxes to deal with enquiries and requests for information
- Support the promotion and recruitment of student challenge events both via email, social media and via the telephone
- Manage the email client software, keeping the contact information up to date and managing the automated email journeys.

- Support participants with their fundraising plans and activities when necessary
- Support in the application, administration and monitoring of fundraising opportunities provided by MRF primarily to the student fundraisers including street collections and the student raffle
- Provide general administration support for the student fundraising team
- Undertake other duties as reasonably requested

General, personal & developmental

- Maintain required records of supporter relationships
- Support all colleagues and communicate your work and needs openly and effectively.
- Establish efficient and effective working relationships and communication with internal and external stakeholders
- Take responsibility for own development and training needs, in consultation with line manager.

Person Specification

| | | Essential or Desirable |
|-------------------------|--|------------------------------|
| Knowledge and Skills | IT literate. Able to use MS Outlook, Word and Excel quickly and efficiently | E |
| | Numerate – able to understand and manage financial information | E |
| | Attention to detail | E |
| | A proactive and intelligent approach to problem solving and improving administrative processes. | E |
| | Understanding and experience of working with databases | D |
| | Experience of working in a fundraising context and of fundraising processes and tools | D |
| | Working knowledge of social media | D |
| | Experience with supporting others to fundraise significant targets | D |
| | Charity and/or customer service experience | D |
| Personal Attributes | Excellent oral communication skills and a confident, outgoing telephone manner | E |
| | Excellent written communication skills | E |
| | A customer service ethos, with a desire to provide care and quality both externally and internally | E |
| | High levels of integrity and respect for confidentiality | E |
| | Able to work on own initiative | E |
| | Good listening, sensitivity and empathy skills | E |
| | A team worker, able to build positive relationships, be supportive, and remain calm and confident | E |
| General | Full driving license | D |
| | Able to work occasional unsocial hours | D |

This job description should be taken as a general guide and the charity reserves the right to update and amend it in keeping with operational requirements, which may change from time to time.

Terms and Conditions - Essentials

Location

Your normal place of work will be 10 Park House, Park Street, Bristol, BS1 5HX with the option for homeworking.

Salary

£18,000 (pro rata) including 2% employee pension contribution + 6% employer pension contribution. Paid in arrears on or around 25th of each month.

Contract Type

Full time, 6 month fixed term contract.

Hours of Work

36.25 hours between 8.00 am to 6.00 pm Monday to Friday, with occasional unsociable hours. Time of in Lieu will be offered for all out of hours work.

Annual Leave

25 days + statutory & public holidays. The Charity's holiday year runs from 1st April to 31st March.