**Fundraising and Communications Administrator**

**(six-month contract)**

**Job Title:** Fundraising and Communications Administrator (six-month contract)

**Timescales:** Interim contract starting mid-October for six months

**Responsible to:** Head of Communications

**Salary:** £23k per annum (pro rata to the six-month contract at £11.5k)

**Location**: Predominantly home based with one day per week in Vision Foundation head office (based in Lambeth, London)

The Vision Foundation believes passionately that people living with sight loss should have the same opportunities as anyone else. We strive to ensure London is a city that works for everyone and that avoidable sight loss is prevented.

Step by step, we are proving that things can be different. Together, we can save sight and change lives. But we are under no illusion that our task will ever be easy. The Vision Foundation is a sector leader in London standing up for the rights and freedoms of people living with sight loss. The charity funds organisations providing front-line projects and services across the capital, and works collaboratively through researching, building capacity, funding and investing and advocacy. We’ve been going for a hundred years but following a cultural and organisational re-shaping, including changing our name and branding, we have the energy and drive of a start-up.

As we approach our centenary year in 2021, the charity requires the support of a full-time administrator for a six-month period to help build capacity in the team and deliver on key project areas.

In light of the current environment in relation to the coronavirus pandemic, and government restrictions, this role will initially be predominantly home-based. However, there is the requirement that the post holder attend the Vision Foundation’s Head Office for one day per week to support the office administration and fundraising coin counting function. Additionally, as a London charity, this role may also involve some travel in and around London as is required to meet the business needs of the organisation.

**Role Purpose:**

To provide administrative support across fundraising, communications and marketing, retail and grants and impact.

**Key responsibilities**

**Marketing and Communications**

* To maintain and update with new content all social media channels at the Vision Foundation.
* To maintain and update the Vision Foundation website (Wordpress).
* To help collect photography, case studies, quotes and charity information from Vision Foundation’s grantees for use within Fundraising and Communications materials – as is required.

**Fundraising and communications administration**

* Support the Individual Giving Officer with the day to day communications with our donor base, including timely database administration to capture communication preferences and personal details.
* To support the Individual Giving Officer with the processing of direct marketing appeal responses.
* To support the Individual Giving Officer with managing event logistics as required.
* To support with logistics for virtual and small scale in person events, including venue liaison, technical support, guest administration and on the day support.
* Working with colleagues from across the organisation, to provide event and administrative support which enables Vision Foundation to deliver high end cultivation and stewardship events.
* To be an ambassador at all events, supporting the delivery of Vision Foundation’s vision and ensuring that the charity’s profile and reputation are enhanced.
* Working with suppliers, help to design, proof and order new and replacement fundraising materials (fundraising packs, t-shirts, collecting boxes etc) as necessary.
* To update the Fundraising CRM database (ThankQ) with changes to supporters details, giving history and communication preferences.
* To support our contactless device initiatives, development relationships, placing devices and creating engaging content.
* To support with counting of coins on a weekly basis.

**Grants and Impact**

* To liaise with grant holders regarding progress reports and other general matters.
* To review and summarise progress reports, including inputting information into the Grants database (Salesforce) and sharing with other Team members as required.
* To organise a grantee guest speaker for monthly Staff meetings.
* To assist with the organisation of Funder Plus activities, including supporting with distributing event invites, coordinating zoom calls and handling RSVPs.

**General administration**

* To input data to the Fundraising CRM database (ThankQ) and Grants database (Salesforce).
* To take minutes, organise meetings and book travel as is required.

**Other duties**

* As required, manage volunteers in line with Vision Foundation’s commitment to developing and retaining skills, ensuring motivation and performance.
* To work at all times in compliance with the Fundraising Regulator’sCode of Practice and data protection legislation.

## Flexibility

* The role description is a general outline of duties and responsibilities and may be amended as Vision Foundation develops and the role grows. The post holder may be required to undertake other duties as may be reasonably required from time to time.

**Person specification**

 **Essential Experience**

* Varied experience in administration roles and/or customer services
* Proven ability to manage own workload, manage conflicting deadlines and deliver to targets/objectives
* Excellent interpersonal skills, with the ability to inspire supporters and communicate the difference their support makes.
* Excellent knowledge of Microsoft Office (Word, Excel, Powerpoint and Outlook)
* High standard of numeracy and literacy.

**Desirable Experience**

* Experience of working within a Fundraising team or within a commercial sales environment
* Experience of the charity sector
* Experience of managing an in-house database, preferably ThankQ
* Experience of using websites, preferably Wordpress, and designing and creating branded content, preferably Canva
* Experience of dealing with Gift Aid donations and online fundraising platforms.
* Social media competence.

**Personal qualities**

* An understanding of and commitment to London’s blind and partially sighted people.
* Positive and enthusiastic.
* Strong written and verbal communication skills.
* Flexible and organised, yet also creative.
* Self-motivated, team worker with ability to work autonomously as required.