

Volunteer Role Specification

Role Title: Fundraising Administration Assistant
Department: Fundraising
Date: July 2022
Role Summary: Assisting the Fundraising Administrator with the organisation and administration of correspondence and communication with our donors and fundraisers.

Main Duties and Responsibilities:

- Working as part of a team to identify and carry out administrative tasks and follow processes within the fundraising dept.
- Liaising with project team or project/campaign leader to ensure timely, accurate and appropriate correspondence and communication with donors/fundraisers
- Co-ordinating project meetings and keeping everyone on track using zoom or teams
- Assisting with creating stewardship and communication with participants of campaigns and fundraisers and co-ordinating delivery of this
- Helping to create a marketing plan for specific campaigns
- Assisting with the creation of case studies derived from the campaigns for marketing and fundraising use
- Keeping records of progress and using CRM for accurate data and communication storage
- Occasional online research for new or existing campaigns.

Days/hours for role: Flexible
Location: Felixstowe or Bury St Edmunds office
DBS Check Applicable: No

<i>Attributes</i>	<i>Essential Criteria</i>	<i>Desirable Criteria</i>
<i>Skills and Abilities</i>	<ul style="list-style-type: none"> • Good organisation skills • Good communication skills • Ability to deal with a range of people and adapt style to suit • Confident using a computer and the internet, (specifically MS programmes: Word, Excel and Outlook) 	<ul style="list-style-type: none"> • Ability to prioritise
<i>Knowledge and Experience</i>	<ul style="list-style-type: none"> • Understanding of mental wellbeing • Experience working part of a team 	<ul style="list-style-type: none"> • Previous research experience
<i>Attitudes and Values</i>	<ul style="list-style-type: none"> • Reliable • Willingness to help others • Non-judgemental attitude • Chooses to use language to promote equality and inclusivity • Willing and able to work with the changing Covid 19 guidelines 	

Enquiries to: info@suffolkmind.org.uk or 0300 111 6000