



## Job Description

Job Title:	Fundraising Assistant
Reporting to:	Senior Fundraising Manager
Salary:	£20,000 - £22,000 per annum, dependant on experience
Hours of Work:	37.5 hours a week (potential flexibility for the right candidate). Flexible Times.
Place of Work:	Home Based
Contract:	Permanent

## Job Purpose

The fundraising assistant will be supporting our small but dedicated fundraising team to drive income from a variety of audiences. You will be the first point of contact for the Fundraising team providing administrative and operational support. The main responsibilities for this role will be to research potential trust and grant prospects, process donations, maintain the database and deliver high levels of customer care. The fundraising assistant will also work with the fundraising team to provide support on a range of tasks as required.

To be successful as a SNAPS' fundraising assistant, you should demonstrate drive and enthusiasm, be able to multitask and demonstrate great people skills. The post holder will develop and maintain both internal and external contacts and will need a thorough understanding of SNAPS' work. This is an ideal role for someone with passion to begin their career in fundraising working with a small and friendly team to achieve great results for an amazing charity.

## Main duties and responsibilities

The successful candidate will be expected to work as part of the fundraising team to:

- Monitor the fundraising inbox, acting as first point of contact for a wide range of enquiries and supporters, maintaining a professional approach at all times.
- Support with general administration and mailings for the fundraising team.
- Support the timely processing of incoming donations including maintaining and updating the fundraising database and ensuring all donors are thanked in a timely manner.
- Contact trusts and grants to send out applications and investigate eligibility.
- Assist with the administration of fundraising activities on the database including mailings and event administration when required.
- Conduct prospect research into potential funders to approach and carry out a range of information gathering activities as required, including online research.
- Assist with the organisation of fundraising events as required.
- Assist with sending out fundraising merchandise including supporter packs, running vests, t-shirts etc.
- Support with completing trust and grant applications when requested.
- Assist with the implementation of the donor stewardship programme for all donors.

WE ARE A FOUNDING MEMBER OF



PROUD TO BE AN AMBASSADOR FOR



**SPECIAL NEEDS AND PARENT SUPPORT YORKSHIRE CIO (SNAPS)**

PROUDLY SUPPORTING CHILDREN WITH ADDITIONAL NEEDS AND THEIR FAMILIES SINCE 2004

**REGISTERED CHARITY NUMBER:** 1171244 **REGISTERED ADDRESS:** 17A EARLSWOOD AVENUE, ROUNDHAY, LEEDS LS8 2AF



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- Keep accurate records and ensure that all data processing is in accordance with GDPR compliance.
- Work with and support donors and fundraisers to ensure their experience of SNAPS is a positive one
- Work sensitively with SNAPS families to engage, but not wear out, their good will
- Raise awareness of the charity and to highlight its valuable work
- Attend SNAPS Saturday sessions on occasion as required
- Develop good working relationships with the SNAPS staff and volunteer team
- Think creatively and bring ideas to the team for discussion.
- Adhere to SNAPS operational and employment policies and procedures
- Support additional activities as and when required

To apply please complete and return the SNAPS' application form by 5pm on 15<sup>th</sup> February 2022 to Lisa Morton by email [lisa@snapsyorkshire.org](mailto:lisa@snapsyorkshire.org) Interviews will be held on Wednesday 23<sup>rd</sup> February 2022.

More information about SNAPS can be found at [www.snapsyorkshire.org](http://www.snapsyorkshire.org)