



Royal College of Surgeons of England

ADVANCING SURGICAL CARE

Job Title: Fundraising Administrator

Salary: £27,630 pro rata 0.4FTE (14 hours per week) (Band 2b)

Permanent

Location: Hybrid / Central London

About us

The Royal College of Surgeons of England is one of the best known professional membership organisations in the world, with a name and reputation that speak for excellence in the UK and across the globe. We provide education, assessment and development to nearly 30,000 surgeons, dental surgeons and members of the wider surgical and dental teams at all stages of their career; we set professional standards, facilitate research and champion world-class surgical outcomes for patients.

About the role

The Royal College of Surgeons of England has an exciting opportunity for a dynamic, organised, motivated, reliable team player to join a small and highly productive team. This role will suit someone looking to make themselves indispensable in a crucial support role in a team where autonomy and creativity are actively nurtured.

As Fundraising Administrator you will be at the heart of a team passionate about bringing philanthropic support into the College, and looking after all our friends, donors and project partners. This role will offer you a diverse and stimulating range of tasks, a team-focused environment and the chance to make a meaningful contribution whilst build on your existing skillset from day one.

Duties and Responsibilities

Primarily but not exclusively:

- *Database & Records Management: To maintain the donor database with accurate contact details, ensuring history and preferences; process all donations including cash, cheques and online gifts; generate regular reports on fundraising performance and donor metrics; ensure data protection compliance; and reconcile donation records with finance team.*
- *Donor Communications & Stewardship: Draft and send personalised thank you letters; coordinate regular donor updates and track all donor interactions in the CRM system.*
- *Event Support & Administration: Help organise donor events and stewardship meetings; manage invitations and RSVPs; prepare event materials and name badges; and handle post-event follow-up.*
- *Office Management & General Support: Handle donor enquiries via phone and email; maintain organised digital and physical filing systems; coordinate team meetings and assist with budget tracking; and help prepare fundraising materials and presentations.*
- *Business Operations: Liaise with suppliers and contractors including designers, printers, legal advisors, etc.*
- *Team Collaboration: to support and collaborate with the Fundraising Manager Campaign and Appeals, and Fundraising Manager Partnerships and Impact with specific projects as well as with colleagues in other teams across the College.*

About you

Qualifications

- GCSE English and maths.
- University degree (desirable but not essential).

Skills/Experience

- Fundraising or administrative experience.
- Liaising with people at all levels.
- Working flexibly across teams.
- Using information systems to obtain and disseminate information.
- A good working knowledge of Microsoft Word, Excel and PowerPoint packages.
- Excellent organisational skills and attention to detail.
- Ability to use own initiative, prioritise workload and manage own and others conflicting priorities while meeting deadlines.
- Flexible approach to working.
- Excellent verbal and written skills.
- Ability to communicate effectively with both internal and external stakeholders.
- Excellent team player, with the confidence to contribute to projects and share experiences and expertise with colleagues.

What we can offer you

- 27 days paid holiday + bank holidays and up to 4 college closure days
- Flexible working
- Enhanced contributory pension scheme & other leave entitlements
- Variety of learning and development opportunities
- Wellbeing programme & Employee Assistance Scheme

Interested Candidates:

If you wish to apply or if you have any questions about this position please email your CV together with a cover letter to RCSHR@rcseng.ac.uk.

Any personal data collected from you, or that you provide to us, will be processed by us in accordance with our recruitment processes. If unsuccessful in your application, your information will be held by us on our database for a period of 6 months before deletion. If you would like your information removed sooner, please contact RCSHR@rceng.ac.uk

Closing date: 24th January 2025

Interview dates: 30th and 31st January 2025

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to race/ethnicity, nationality, religion, pregnancy, marital status, sexual orientation, gender identity/expression, age and disability

The Royal College of Surgeons of England is committed to protecting your privacy. We are registered as a data controller with the Information Commissioner's Office (ICO). All College employees are responsible for records held, created and used as part of their work for the College including patient/client, corporate and administrative records. Records are managed according to the requirements of the Data Protection Act 2018 and ensure confidentiality. The College ensures that staff are trained to handle the information you submit to us with care and discretion, seeking advice where necessary.

Please note that this advert may close early if we reach the maximum applications