



Job description

Job title:	Fundraising Administrator – part time
Grade:	2b
Department:	Fundraising
Responsible for:	<i>n/a</i>
Accountable to:	Head of Fundraising

Job summary

The Fundraising Administrator supports the Head of Fundraising by managing the donor database, processing donations and maintaining accurate records. They coordinate donor communications and events, while handling day-to-day administrative tasks. They also assist with grant applications and serve as the first point of contact for donor enquiries, ensuring smooth operation of the fundraising function.

Specific duties and responsibilities

- *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.*



Collaboration



Respect



Excellence



This job description will be subject to review in the light of changing circumstances and may include other duties and responsibilities as may be determined. It is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works.

18 Nov. 24

Person specification

Qualifications

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

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.**

Skills

- **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.**

The post holder will also need to demonstrate the following values and behaviours:

1. **Collaboration**
2. **Respect**
3. **Excellence**

The appointment is subject to proof of the attainment of any qualifications deemed essential to the post and used as a basis for shortlisting and selection. Failure to provide evidence of the required qualifications will result in the offer of employment being withdrawn.



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Excellence



The post holder will also need to demonstrate the following values:

Collaboration	We embrace our collective responsibilities working collaboratively and as one college.
	<ul style="list-style-type: none">• We work together, using our collective expertise and experience to effect positive change• We are open, honest and transparent, straightforward in our language and actions, acting with sincerity and delivering on our commitments• We take our responsibilities to each other, to patient care and to the environment seriously and we act with this in mind across our work
Respect	We value every person we come into contact with at the College as an individual, respect their aspirations and commitments in life, and seek to understand and meet their physical and wellbeing needs.
	<ul style="list-style-type: none">• We treat everyone we meet with kindness and integrity and we seek to promote these behaviours in others• We actively seek a range of views and experiences across our work, and we listen to, and make everyone feel, a valued part of the team
Excellence	We aspire to excellence and success. We share learning from our experiences, apply feedback into practice, and commit to continual improvement.
	<ul style="list-style-type: none">• We work hard to be the best at what we do, recognising and celebrating effort and achievement, and reflecting on our work, so we can learn and improve• We value and invest in research, education and training to drive excellence and put improvements in surgical practice, dentistry and patient care at the heart of our work• We always seek to learn and discover more, valuing knowledge and scientific evidence, basing our decisions on insights, fact and experience

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 age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.



Collaboration



Respect



Excellence