

Job Description

Title:	Fundraising Administrator
Reports To:	Chief Executive Officer (at present)
Salary:	£17,000- £22,000
Location:	Calman Cancer Support Centre, 75 Shelley Road, Gartnavel Complex, Glasgow G12 0ZE
Contract:	Permanent
Hours:	35hrs per week
Annual Leave:	25 days plus 10 public bank holidays

About Cancer Support Scotland:

Cancer Support Scotland is here to provide emotional and practical support to those affected by Cancer. Offering counselling, complementary therapy, stress management and podiatry through one-to-one and groups based methods. Founded by Sir Kenneth Calman in 1980, Cancer Support Scotland is dedicated to supporting people affected by cancer. The Charity, formally known as “Tak “Tent”, is based within the grounds of Gartnavel Hospital, Glasgow and also has outreach services located across the west and central Scotland.

In the last year Cancer Support Scotland has offered over 6,000 appointments and demand for our services is steadily rising. This means the charity needs to be as strong as it can be in terms of fundraising efforts and having the very best people.

The Post:

We are looking for a committed and highly organised individual who will join our team as a Fundraising Administrator. This role is vital to ensuring we are a highly efficient and effective organisation. This role will focus on providing support to our fundraising team.

Main Responsibilities

Administration

- To record, update and manage donations on our fundraising database (e-tapestry) and support the banking of these donations
- To support the collation of monthly income reports from the fundraising team
- To support the postal distribution of fundraising resources to volunteers
- To assist with capturing Gift Aid requests and administration from service users.
- To lead the thanking of donors across all income streams

- To assist with the coordination and distribution of appeals to our supporters
- To support the publicity of fundraising opportunity through digital and traditional means (social media, website, leaflet drops, etc)
- To record and thank legacy income, including correspondence with the appropriate solicitors/executors
- To support the administration of fundraising events

General Responsibilities

- To ensure all records are kept up to date and consistent
- To maintain confidentiality regarding client information at all times
- To liaise with relevant staff and outside agencies as requested
- To attend internal and external meetings as required
- To strictly adhere to the organisational Health and Safety policy at all times
- To operate within the organisational equal opportunities policy framework and implement the policy within this area of work
- To operate within the policies and procedures set out by the organisation
- Occasional evening and weekend work to support events
- Any other duties that are required and relevant to this role

Personal Profile

	Essential	Desirable
Skills, Knowledge and Experiences	<ul style="list-style-type: none"> • Excellent planning and organisation skills. • Excellent interpersonal, written, and verbal communication skills. • Strong understanding of equal opportunity and confidence to translate these into effective action • First class digital and admin skills with the ability to work with relevant packages: Office 365. • Working knowledge of using a fundraising database (e-tapestry) • A strong team player with the ability to work in collaboration across the charity • Ability to work flexibly in response to changing organisational requirements. • Experience of using WordPress and social media tools 	<ul style="list-style-type: none"> • An understanding of the challenges those affected by cancer face • Use of financial package- Xero • Advanced user of Microsoft Excel Packages • Experience of administering legacies

How to apply

You can apply with a tailored covering letter and a two page tailored C.V to recruitment@cancersupportscotland.org by 12noon on 19 February 2019.