**Fundraising Assistant**

**Job Description**

**Responsible to:** Deputy Chief Executive

**Responsible for:** Volunteers

**Purpose of the job**

To raise or exceed a target amount of income in a range of ways to support older people in Bradford District

**Main responsibilities**

* Raise agreed target income for the charity
* Engage with our supporters and donors developing strong, sustainable relationships
* Develop and deliver new corporate and individual partnerships
* Develop and deliver a legacy and in-memoriam fundraising plan
* Ensure all fundraising activity is cost effective and compliant with legal requirements
* Develop a strong understanding of the charity’s work in order to carry out the role
* To accurately identify, plan, record, monitor, analyse and evaluate progress of fundraising activity
* Carry out PR/media activity and social media activity with the Marketing Assistant in relation to fundraising
* Communicate all non-confidential fundraising activities to staff and volunteers
* Carry out administrative tasks connected with the role
* Provide reports monthly to the Deputy Chief Executive and bi-monthly to the board of trustees
* Recruit, train, manage and develop fundraising volunteers as necessary and provide appropriate support to fundraising activities
* Develop and deliver effective local fundraising activities with volunteer supporters
* To undertake any other activities commensurate with the role

**Expectations**

* To contribute to organisational effectiveness through positive team-working
* To comply with all the charity’s policies and procedures
* To participate in professional development and training

**Person Specification**

* Highly motivated self-starter
* Experience of developing and delivering effective fundraising activity
* Excellent, professional, engaging and persuasive communication, presentation and interpersonal skills
* Good judgement, tact, discretion and diplomacy
* Good general education including Maths and English
* Strong organisational skills
* Ability to assess the commercial implications of decisions and to act in a manner that makes the best use of resources
* Very flexible approach to work and hours
* Proficient in MS Teams, Microsoft Office, Powerpoint and other IT and social media packages
* Ability to work in pressured environment
* Ability to maintain a high degree of confidentiality
* Full driving licence with access to own vehicle
* A commitment to the values of Age UK Bradford District

**Age UK Bradford District Values**

* **Person Centred:**
	+ We will listen to, engage and work with people to identify and develop their own solutions and responses
	+ We’ll listen to people to find out what is important to them.
* **Inclusive:**
	+ We value everyone
	+ We treat people with dignity and compassion
	+ We will treat people as individuals with their own unique experiences and strengths
* **Empowering:**
	+ We support people to make their own decisions
	+ We will enable people and their communities to provide mutual support
* **Connected**
	+ We are one team
	+ We are collaborative
	+ We are better when we work together
	+ We involve & link people and their communities in shaping what we do
* **Authentic**
	+ we will be genuine and realistic about what we do and what we can offer,
	+ we will be dependable and reliable
	+ We will be transparent