



Careers

Fundraising Administrator

Full time maternity cover, based in London. 12-month contract

Ours is a busy fundraising department responsible for producing the income to cover this organisation's costs. The work covers the entire UK and is strongly orientated towards major donors. Many of these are prominent members of our community who expect and deserve the highest level of customer service.

As a fundraising administrator you will play a pivotal role in the achievement of the department's fundraising goals. You will work collaboratively with key internal colleagues in addition to external contacts including donors, lay-leaders and suppliers.

Main duties include:

- Ensuring at all times the highest quality of donor care
- Contributing towards the strong relationship between the charity, lay-leaders and donors
- Managing our fundraising database to ensure a high level of accuracy
- Processing donations and payments
- Supporting fundraising events, including a 1,000-person annual dinner, assisting on site with their smooth running
- Responding to all fundraising enquiries, requests and gifts received in a prompt, efficient and thoughtful manner within agreed timescales
- Ensuring that donors are thanked for their gifts efficiently, within agreed timescales and in a personal manner
- Collating information and materials as requested by management, fundraisers and supporters
- Maintaining the department's high standards of output and conduct, making it a role model for best practice within our sector
- Providing general administrative support to the fundraising team

The ideal candidate should have:

- Relevant and recent employment experience in a charitable or commercial organisation
- Excellent written and verbal communication skills
- High level of numeracy and IT competence, specifically with Microsoft Office and database applications: either CRM or fundraising. Raiser's Edge would be ideal.
- Strong interpersonal skills and relationship-building abilities
- Excellent administrative and time management skills, with strong attention to detail and accuracy
- A respect for the often confidential and sensitive nature of our transactions
- Proven experience of successfully working under pressure, with multiple demands and in a busy environment.
- Outgoing and friendly personality, willing to pitch in and help others within the team
- A proactive and flexible approach to work, including a willingness to work outside regular hours where necessary
- The ability to remain calm when busy and under pressure
- A working understanding of the Jewish community

Applicants are invited to submit their CV together with covering letter to careers@cst.org.uk, writing 'Fundraising administrator' in the subject heading.

Closing date for applications is 24th May 2019 but may be earlier if a suitable candidate is found.