

PHILANTHROPY ASSISTANT

Job Ref: REQ250015

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Job Description

Job Grade: Administrative Services Grade 4.

Job Purpose

- To provide administrative assistance for a wide range of activities delivered by the Philanthropy team in order to secure philanthropic funding to support the University's priorities.
- To provide project support to the Philanthropy team when needed, in relation to donor stewardship, fundraising appeals and approaches for major gifts to individuals, companies and charitable trusts and foundations.
- To support the operation of the Philanthropy team with regards to online folders, processes and meetings.
- To provide database administration for the Director and Assistant Director for philanthropy records.

Job Duties

The post holder's main focus will be to support fundraising activity at the University.

- To assist with the smooth running of Philanthropy systems and processes, e.g. updating template documents, recording processes, record keeping within the workspace and on the CRM database – Raiser's Edge.
- To effectively and efficiently record interactions and developments with prospects and donors on the CRM database - Raiser's Edge.
- To assist with the coordination of visits including scheduling appointments with other University departments, preparing briefings, booking equipment, facilities and refreshments as required.
- To support the creation of reports or other formal documentation for University Committees and University senior leadership, responding promptly to requests for documentation and information from the Vice Chancellor's Office and senior University staff.
- To answer telephones and redirect or deal with calls as appropriate.
- To liaise with colleagues across Marketing and Advancement and the wider University to ensure the Philanthropy team has sufficient fundraising materials such as brochures/leaflets, note cards and gifts.
- To arrange individual, group and departmental meetings.
- To assist with recruitment, induction and training of new staff in the Philanthropy team, as required.
- To assist on donor stewardship at peak reporting periods in the year, to gather and collate information for prompt reporting to donors.

- To maintain confidentiality regarding supporter information at all times and ensure compliance with the Data Protection Act.
- To work to agreed deadlines and targets, as agreed with line manager and assist with special projects and tasks within the scope of the role, as required.
- To undertake any other duties required which are within the scope and grade of the post, including providing cover and support for other colleagues at busy times and in cases of absence.
- To ensure compliance with relevant University policies and procedures.
- To undertake any training and development deemed appropriate for the position by the Assistant Director of Philanthropy and Partnerships.

Points To Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

The successful candidate must be willing to work evenings and some weekends, with appropriate notice, as the job requires.

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Organisational Responsibility

Reports to the Assistant Director, Philanthropy and Partnerships

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application.

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential criteria

Area	Criteria	Evidenced
Experience	Excellent written and verbal communication skills	1,2,3
	Relevant experience of working in an office environment or in an administrative area	1,3
Skills and Abilities	Flexible, willing and reliable with good time management and organisational skills	1,2,3
	Must be a competent PC user, familiar with MS Word, PowerPoint and Excel and using e- mail/internet	1,2
	Ability to build good relationships	1,3
	Ability to work on own initiative and deal effectively with simultaneous demands, acting in a proactive manner	1,3
	Excellent attention to detail	1,2,3
	Ability to work under pressure to tight deadlines	1,3
Qualifications	A-level or equivalent	1
	GCSE Grade C or equivalent in English and Mathematics	1
Other	Must be willing to occasionally work evenings and weekend hours if required	1
	A commitment to equality and diversity with the ability to role model, adhere to and advocate the University's Equality and Diversity policy	1

Desirable criteria

Area	Criteria	Evidenced
Experience	Experience of working in Higher Education	1,3
	Experience of marketing, sales, fundraising or a related discipline	1,2,3
	Experience of implementing or managing multifaceted systems and procedures in an office context	1,3
Skill and ability	Experience of working with a CRM system, especially the specialist fundraising software, Raiser's Edge	1,3

Conditions of Service

This is a fixed-term 12-month contract. Salary will be on Administrative Services Grade 4, (£24,600 to £28,081 annum) at a starting salary to be confirmed on offer of appointment.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which can be found [here](#).

The University offers a wide range of employee benefits which can be found [here](#).

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>