

Position Description Fundraising Coordinator

Job family	Corporate and Service Support (CSS)
Workforce capability framework level	Business Growth and Positioning Framework
Reporting to	Head of Fundraising
Directly supervising	N/A
Date prepared	10 th June 2021

Position purpose

Learning Links is seeking a Fundraising Coordinator to join the Funding and Partnerships team at an exciting period of growth and development. This is the perfect role for an enthusiastic fundraiser looking to take on more responsibility under a high performing and supportive team.

Reporting to the Head of Fundraising, as Fundraising Coordinator you will play a vital role in attracting, engaging and supporting donors and funders, working closely with members of the fundraising, marketing and service delivery teams. Through excellent initiative, customer service and administrative support, you will help ensure successful and sustainable growth of the Learning Links fundraising strategy with a particular focus on Individual Giving and Digital Fundraising.

As the successful candidate, you will assist and support the growth of Learning Links fundraising initiatives. Your responsibilities will include:

- Provide exceptional customer service and support to donors and funding partners, working closely with the fundraising and marketing teams to develop and deliver ongoing supporter engagement journeys.
- Assist in the development and implementation of new individual giving strategies, including appeals, regular giving and community fundraising activities, to maximise growth opportunities and drive income generation from new and existing donors.
- Create and maintain excellent, up-to-date donor records, implementing and maintaining the integrity of the donor database (Salesforce) to enable contact with donors for ongoing engagement and fundraising revenue opportunities.
- Manage and generate donor reports to analyse, track, report and measure campaign success, ensuring customer relationship management databases and financial records are aligned.
- Research and establish a pipeline of aligned funding opportunities and support lead generation activities to gain presentations and meetings with corporates, trusts and foundations.
- Support grant and tender acquisition and reporting processes to ensure all steps are completed on time.
- Work with internal departments and the fundraising team to ensure that written funding proposals are of the highest quality.
- Assist with the drafting and production of clear and visually compelling funding reports, communications and presentations.
- Establish processes and perform administrative and research tasks that support the Funding and Partnerships team.

Experience

Essential:

- A minimum of 2-3 years' experience in fundraising, marketing or administration in a similar role.
- Previous experience in the non-profit sector with demonstrated success in Individual Giving or Donor Care.
- An understanding of the donor journey and how to move donors along the pipeline to support the broader fundraising program strategy.
- Experience using Salesforce or other Customer Relationship Management databases.
- Strong data and reporting skills, with the ability to understand, analyse interpret and present trends, learnings and recommendations.
- High attention to detail with excellent organisation and time management skills.
- Demonstrated customer service skills with excellent written and verbal communication.
- A collaborative and 'can-do' attitude with a desire to work in a high-performing small team.
- Proficiency in Microsoft Office applications.

Desirable:

- Previous experience of fundraising practices in addition to Individual Giving, including Regular Giving, Corporate Partnerships, Grants and Community Fundraising.
- Experience with digital fundraising platforms.

What's on offer

- Competitive package including PBI salary packaging and super
- A small supportive, collaborative and enthusiastic team with an excellent organisational culture.
- Flexible working hours with the opportunity to work from home.
- Part Time Position

Document Control

Completed by: Rachel Brodie-Browne	Date: 10/06/2021
Reviewed by:	Date:

Employee sign off and acceptance

I have read, understand, and accept the expectations of the Fundraising Coordinator Role.		
Employee:	Signature:	Date:

The statements within this PD are intended to describe the general nature and level of the work being performed. This is not an exhaustive list of all duties and responsibilities associated with the position. Management reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.

Please print this page only, sign your acceptance, and return this page only to Human Resources at Learning Links