

**Job Description**

**Fundraising and Communications Assistant**

**Location:**  Sir Oswald Stoll Mansions, 446 Fulham Road, London SW6 1DT

**Responsible to:** Director of Fundraising and Communications

**Role purpose:**

To support the fundraising and communications functions at Stoll.

To directly organise community and events activities, provide administrative support to the fundraising team and to raise Stoll’s profile through focussed and agreed communications.

To support internal communications within the organisation.

**Key responsibilities:**

* To be responsible for achieving agreed fundraising targets and the activity needed to achieve them.
* To be responsible for the cultivation and effective stewardship of both existing and new individual supporters, clubs and organisations.
* To work closely with the fundraising and communications on marketing collateral and using diverse forms of media to promote existing and new fundraising activity to maximise participation in community fundraising events.
* To ensure that all communications and marketing material aligns with brand standards
* To identify, research and develop new income generating opportunities within the community.
* To support and increase our partnerships with local businesses and organisations to involve them with all Community and Events fundraising opportunities and activities.
* To update the database with all income and other information
* To work with the finance team on monthly reconciliations of fundraising income.
* To seek opportunities to enhance the reputation of the Stoll brand.

To manage internal and external communications channels, including social media, website content and newsletters.

* To develop high quality written and visual content that engages target audiences and drives key messages home.
* To develop and deliver social media activity for Stoll
* To update website and manage social media profiles
* Support internal communications activities at Stoll
* Support the wider fundraising and communications team on event planning and organisation
* Carry out any other duties applicable to the role and agreed by the line manager

**Financial Management and Control**

* Work within established budgets and event budgets, contribute to budget planning and maintain accurate financial records.
* Ensure that all events and activity is supported by effective financial management.

**IT, record keeping, data management**

* Ensure that the fundraising database, donor files and other written documents are accurate, kept up to date and regularly reviewed and staff file checks are carried out on a regular basis.
* Maintain confidentiality of records and information relating to donors, beneficiaries and staff in accordance with Stoll’s Confidentiality Policy and Data Protection Policy.

**Quality and regulatory compliance**

* Understand and work within the frameworks of the Institute of Fundraising and the Fundraising Regulator and legislation relating to this area of work.
* Ensure the required key performance indicators are provided as and when needed.

**Health and Safety**

* Ensure that individual events are risk assessed and confirm to our health and safety policy.
* Work in accordance with Stoll’s Health and Safety policy and legislative requirements for health and safety and report any accidents or potential accidents and near misses.

**Equality and diversity**

* Manage and maintain services in accordance with the principles and practice of equality and diversity, taking account individual needs and requirements

**Other**

Carry out any other duties as required by the Director of Fundraising and Communications

**Person Specification**

**Skills and Experience**

Evidence of working or volunteering in a fundraising team for at 6 months

Experience of raising funds through activities and events

Experience/Ability to organise volunteer support from beneficiaries and the local community

Good understanding of social media and how to use it to support an organisation’s communications

Excellent computer skills and knowledge of databases

Excellent communication and interpersonal skills

A willingness to learn about fundraising and communications