



Fundraising Coordinator – Job Spec

The Fundraising Coordinator role will be a fundamental part of the Suicide&Co team with the chance to gain an insight into all areas of the charity, with opportunities for growth and development.

The Fundraising Coordinator is responsible for managing internal processes and admin across all of our fundraising efforts (internal and external).

We are a small team so we all work across a variety of projects. We're growing quickly so we're looking for an individual who has a hands on approach and a can do attitude!

We are committed to Equality Diversity and Inclusion and as such we are actively seeking applicants of all backgrounds to represent the diverse population of people that we serve.

Hours: Full-time.

Salary: £25,000 per annum.

Location: Hybrid working - mixture of working in our office is in Westminster and opportunities to work from home.

Responsibilities:

We are a fast growing organisation and so these responsibilities are a guide but there is lots of room for the role to expand into other areas. Reporting to our Marketing and Fundraising Manager.

- Manage incoming fundraising leads across fundraiser recruitment
- Manage individual fundraising comms from sign up to challenge completion (with support from Marketing and Fundraising Manager)
- Manage individual donor and major donor comms where relevant
- Manage reporting on our fundraising platforms: JustGiving, Enthuse, Donr, CAF, etc.
- Manage admin on our own Community Fundraising projects (e.g. 34k Challenge)
- Regularly update our Grant Prospecting database and staying on top of new opportunities and upcoming deadlines
- Maintain fundraising events calendar
- Conduct weekly and monthly reporting
- Support social media asset creation for fundraising projects
- Complete research tasks for fundraising event logistics
- Complete reports on fundraising event analysis
- Proactively stay up to date with fundraising dynamics in the sector
- Fulfil all fundraising merchandise sales and manage customer queries

Experience

We don't require applicants to have a degree or a specific amount of experience or years working. If you like the sound of what we stand for and our mission, are passionate about mental health, and would like to work within a start-up fast paced environment, then we'd love to hear from you!

To excel in this role you will need good written and communication skills, a high level of organisation and a proactive approach to tasks are essential.

Skills & Competencies

- Appreciate the objectives of the organisation, why it exists and how it operates
- Constructively contribute to the organisation and work to promote the charity
- Encourage and take part in open discussions with other team members and crucially, participate in all discussions in a non-judgmental manner
- Prepare adequately for all meetings and sufficiently manage and organise tasks
- Be committed to creating a positive working environment and prioritising the team's mental health, due to the nature of the work we will be carrying out

Person Specification

Experience and knowledge	Essential	Desirable
Some experience of fundraising in any capacity (personal, professional, voluntary)		X
Some knowledge or experience of the mental health sector		X
Skills and Abilities		
Good written and verbal communication skills	X	
Ability to work well under pressure	X	
Ability to work independently and as part of a team	X	
Good organisational skills	X	
Good attention to detail	X	
Confidence in using digital platforms like JustGiving	X	

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