



Job Description

Part Time Corporate Fundraising Assistant

Location	Belfast Office of AWARE but with a regional remit
Reports to	Interim Fundraising Manager
Key Internal relationships	Interim Fundraising Manager, CEO, Senior Management Team, fundraising team and staff, volunteers, members and sessional trainers
Key External Relationships	Businesses, business network organisations
Duration of contract	Temporary 15hrs – 20 hrs per week for 6 months

Purpose of Post

To assist with supporting AWARE corporate charity partners and to support fundraising plans as set out by Interim Fundraising Manager for Corporates being met.

Key Responsibilities

General Responsibilities

- Successfully support Corporate Charity Partnerships for AWARE that have been secured by AWARE
- To ensure that all activities are carried out in accordance with the values of the charity.

Corporate Fundraising Responsibilities –

- Engage with and support AWARE Corporate Charity Partners to ensure financial targets are met
- Attend cheque presentations and ensure appropriate PR along jointly with our other Corporate Fundraiser at AWARE.
- Work closely with the Interim Fundraising Manager

Other Responsibilities

- To keep the donor database up to date with all contacts and to comply with the personalised “thanking process”
- To continue to promote E-Giving to corporates as a way for staff to donate to the Charity and to people who are raising money for us
- To take responsibility for corporate income, banking when required and contribute to monthly Fundraising reports to the Manager
- To promote the take up of Gift Aid on donations and draw down all Gift Aid associated with Fundraising activity

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All staff are required to be professional, co-operative and flexible in line with the needs of the post and AWARE.

Person Specification

Corporate Fundraising Assistant

1. Qualifications

Essential	Educated to A level or equivalent.
Desirable	Third level qualification

2. Experience

Essential	Experience in a corporate fundraising environment
	Experience in using a range of computer packages including MS Office, particularly Word, PowerPoint and Excel
	Experience of working within a team with different functional roles and developing relationships with internal stakeholders
	Experience of working on own initiative in developing fundraising activities, motivating people to work with us
	Experience of developing new fundraising initiatives
	Experiencing in supporting corporate fundraising partnerships
Desirable	Experience in the successful recruitment, support and retention of volunteers

3. Skills, knowledge and abilities

Essential	Excellent interpersonal skills and the ability to communicate well with a broad range of people
	Excellent written and oral communication skills and confidence to represent the organisation publicly
	Demonstrable knowledge of the work of AWARE and mental health in Northern Ireland
	Ability to develop and maintain networks and build relationships with potential supporters, volunteers and others in the community, voluntary and private sector
	Ability to communicate with people at all levels, using a range of medium to ensure that a consistent organisational message is communicated.
	Ability to work with the Communications Officer to publicise events using all possible media

	Ability to prioritise, manage a busy workload and meet deadlines
	Ability to monitor income and produce reports to the Interim Fundraising Manager in a timely manner
Desirable	Knowledge of the corporate sector in NI
	Financially aware with knowledge of donor databases, Gift Aid and E-Giving
	Demonstrable knowledge of fundraising & corporate fundraising trends and techniques

4. Personal Style and behaviour

Essential	Commitment to the values of the organisation
	Willingness to undertake relevant on the job and external training as required
	Commitment to the organisation's standards of conduct
	Willingness to abide by the organisation's policies and procedures
	Committed to the work of the organisation
	Be open minded, non-judgemental and have a willingness to question own attitudes
	Ability to empathise with service users regardless of race, gender, age, religion, nationality, marital status, sexual orientation or disability
	High level of drive and personal motivation to achieve results
	A team worker who is friendly, approachable and enthusiastic
	Enthusiasm and flexibility to adapt to changing circumstances and capitalise on new opportunities
	Well-developed negotiating, influencing and persuading skills

5. Other

	Willingness to work flexibly including evening and weekend work
	Willingness to travel across the region
	Access to a car or other means of transport to fulfil the travel requirements of the role

