



Events and Fundraising Assistant

Full time

Military Charity

Recruitment pack

The Opportunity

Reports to:
Director of Philanthropy and Special Projects
Salary:
£22,000 - £25,000 dependant on experience
Status:
Full time, 40 Hours per week
Location:
Hamworthy Barracks

Job Summary: Working in a small team delivering exceptional events, your role is critical in delivering the level of perfection our supporters expect. You will need excellent written and verbal communication skills, superb attention to detail and computer literacy. Your role will be a new position at The Association and will require you to be self-motivated with a desire to develop yourself as we shape our events and stewardship programme together.

Job Specification
<ul style="list-style-type: none">• Support the Director of Philanthropy & Special Projects to deliver exclusive Fundraising Events against income targets and manage the Major Donor Development and Stewardship Programme• Support with co-ordination and administration of Fundraising Events including guest management and complex Project Plans• Support in maintaining an effective Donor Stewardship Programme on existing key partnerships and evolving the pipeline of prospective partners with income opportunities.• Ensure the delivery of the highest standards of support and stewardship to HNWI and Major Donors, ensuring compliance with donor monitoring and reporting requirements• Manage supporter queries and proactively communicate with supporters allocated to you in a manner that enhances The Association's reputation, encourages additional support, and secures ongoing commitment.• Maintain event database records; ensure supporter data is kept accurate and up to date• Support on production of marketing and fundraising materials and content needed to engage our supporters with Events and the necessary follow up.• Ensure that donations and offers of other support are appropriately recorded, responded to and thanked, promptly and efficiently.• Assist in researching, recording and developing our knowledge of our current and potential supporters, and how we can maximise these relationships.• Ensure the information in our database is accurate and complete to the best of our ability.• Undertake a range of general administrative tasks, as required, commensurate with your skills and experience and the demands on the charity. <p>Work flexibly and sometimes remotely, with occasional work outside core hours including weekends (time off in lieu given for weekend work)</p>

Qualifications, Skills and Knowledge	
Essential	Desirable
<ul style="list-style-type: none"> • Excellent customer service and communication skills with the ability to positively communicate with supporters on the telephone, via email, and in writing. • Excellent organisational and time management skills • Experience of delivering high quality customer or supporter care. • Computer literate with good experience in Microsoft Word, Excel and Outlook. • Experience of organising time well and balancing multiple priorities and demands. 	<ul style="list-style-type: none"> • An understanding of the legislation, regulation, and codes of practice relevant to charity fundraising. • Fundraising or Events experience in a UK charity • Knowledge of supporter care approaches and techniques. • Valid full UK driving licence and use of own vehicle • An understanding of HM Forces and the Services environment
The ideal candidate	
<ul style="list-style-type: none"> • Passionate and driven to make a positive impact in people's lives • A demonstratable grasp of providing excellent supporter/customer service • Excellent attention to detail and accuracy, ensuring work fully meets the brief, incorporating all necessary elements and is error free • Always learning: a self-starter, motivated, eager to learn and committed to own development • Enthusiastic to work in a fast moving, but very ambitious environment • Team oriented but takes individual responsibility • Resourceful and embraces challenge and change • The discipline to work independently • Content to work flexibly to meet the Charity's needs 	

About the Charity

“Providing a lifetime of support to members and their dependents”

The Charity gives peace of mind to unit members, veterans and their families, reassuring those that risk everything to protect us have access to a lifetime of welfare and support whenever it is needed.

The unit deploys at the forefront of the war against international terrorism, and the operational intensity that these brave young men experience is unrelenting and unprecedented. Sadly, many of these courageous individuals become damaged in some way as a result of their service on our behalf. They may experience life changing injuries, mental health problems or worst of all may lose their lives to protect our way of life.

The Charity is always there to help serving members, veterans and their families should the worst happen. We provide a wide range of support services to the injured, the damaged, our veterans, families missing a father and widows. It is these services that provide our brave operational teams with the peace of mind that allows them to focus on their jobs without worrying for their futures or their families. That very peace of mind increases their chances of success and coming home safely, but in the worst-case scenarios provides the knowledge of an ironclad commitment to look after them and their families.

Due to the continuing and growing threats in modern global life the demands on our resources are increasing year on year. As the demands on these specialist protectors grow there is no doubt that this pattern of mounting charitable expenditure will continue into the foreseeable future.

History

From small beginnings in 1998, the Charity now cares for the needs of a growing number of serving and former personnel and their families, providing a wide spectrum of assistance to a diverse membership, ranging from the serving member injured on operational duty to the veteran facing the challenges of advancing age and infirmity. From the youngest child growing up knowing that their father will be away from home, to the widowed and bereaved, who are living with the permanent loss of their loved ones, we are there.

We are almost unique amongst charities in that, due to the nature of the Charity, we are unable to make a public appeal or to promote the Charity openly. Conventional methods of fundraising such as social media appeals and public collections are therefore unavailable to us.

We therefore rely on the generosity of a discreet network of influential individuals and organisations, who appreciate and respect the vital role that the Charity plays in maintaining the security of our country. In many respects they are our extended family, enabling us to care for our very special immediate family members.

Terms and Conditions

- Location: Poole, with occasional travel to other Regions
- Salary: £22,000 - £25,000 dependant on experience
- Hours of work: 40 hrs per week, to include evenings and weekends as required
- Annual Leave: 25 days
- Probationary Period: 3 months
- Pension: Available after probationary period

How to apply

We would like to take this opportunity to thank you for your interest in the Charity.

We know that applying for a job is a two-way process. You will want to find out about the charity as an organisation just as much as we want to find out about the skills, knowledge and abilities that you could bring to the post.

For further information about us please contact Diane Platt at diane.platt@association1664.com

Your Application

In the first instance please submit your CV and a covering letter of no more than 2 sides of A4 to: Diane Platt at diane.platt@association1664.com

Closing Date: XXXXX
Interview date: Week Commencing XXXXX
Start date: TBC