



Job Description

Job Title:	Fundraising Assistant
Grade:	Equivalent NJC 14-17 £22,148-£23,500 pro rata, depending upon experience Amaze hourly rate £12.17-£12.91 (based on 35 hours week)
Responsible to:	Head of Fundraising & Marketing
Hours of work:	18-24 hours, flexible depending on availability
Annual Leave:	25 days pro rata
Location:	Brighton & Hove, with occasional travel to East Sussex
Contract	Fixed-term for 12 months, with likelihood of extension subject to income generation

Background

Amaze is a Sussex based charity that supports families with children and young people with special educational needs and disabilities (SEND). We are currently providing a wide range of services and projects across Sussex, that are funded by about 20 key funding streams/partnerships – from large local authority contracts and trusts to smaller foundations and corporates, running events and a smaller proportion from individuals and community giving.

Much of our funding is short term and we need to keep innovating to come up with new ways of raising funds, and researching/finding new funding partners. We have an ambitious organisational strategy that will require a comprehensive fundraising strategy to ensure we can continue to grow and diversify, income opportunities, so that we can support more vulnerable families who need our help.

Job Summary

This is a great opportunity for an enthusiastic, proactive, flexible, and organised person to take on a fantastic entry-level role in our small but growing fundraising and marketing team, which will give an introduction/ exposure to a wide range of fundraising disciplines and areas.

The Fundraising Assistant is a new role in Amaze's our growing Fundraising & Marketing team and will be central to supporting our fundraising strategy to grow our charitable income so we can help more families with disabled children.

Working directly for our Head of Fundraising & Marketing, the Fundraising Assistant will be responsible for providing essential administrative support to the team, enabling us to deliver exceptional customer care, including gift processing and thanking, donor stewardship and supporting fundraising events. There will be opportunities to get involved with and gain experience across all areas of fundraising, as we grow and seek new opportunities in trusts, corporates, individual giving, events and campaigns.

In particular, you will need to have excellent written communication skills and attention to detail so you can support writing funding applications to smaller trusts.

Key responsibilities

1	Research and identify possible trust, corporate and community funders
2	Support individuals, groups and companies undertaking fundraising activities
3	Undertake fundraising administration including gift processing, donor thanking and stewardship
4	Help to prepare fundraising proposals, materials and reports for funders and donors
5	Maintain the fundraising database, including keeping donor records up to date
6	
7	Write appeals and direct mail in collaboration with other team members
8	Contribute updates of fundraising events and activities for quarterly newsletters and social media
9	Support at events as required eg cheering at the marathon etc
10	Deliver presentations to interested groups and to attend events including cheque presentations
11	Ensure that all fundraising activities are carried out in a manner which meets the Fundraising Regulator's codes of conduct and guidelines.

	General Responsibilities
1	Work in line with Amaze's Mission, Vision, and Values at all times, promoting a supportive, responsive and inclusive environment.
2	To attend team meetings, supervision and training as agreed with your manager
3	The role requires a willingness to sometimes work variable hours to cover events which might be on occasional weekends or evenings.
4	To be self-servicing with use of appropriate IT
5	To carry out other duties appropriate to the role

Person Specification

Knowledge and experience:

- Minimum of two years' experience in an office based administrative role, preferably in the charity sector
- Experience providing customer care
- Enthusiasm for Amaze's mission, vision and values and good understanding of the needs of children and young people with special educational needs and disabilities and their families, and how this will inform all fundraising and marketing work.

Skills and competencies:

- Excellent written communication skills: with the ability to write clearly and concisely
- Excellent customer service skills
- Good numeracy skills
- Ability to plan and manage own time and workload and work to goals and targets
- High degree of competence in MS Outlook, Word and Excel and ideally using a fundraising database
- Ability to work with a wide range of people including volunteers
- Confident verbal communication/presentation skills (desirable)
- Ability to demonstrate understanding of equal opportunities and the value of inclusion and diversity.