



Corporate & Grassroots Fundraising Assistant

Women for Women International helps women survivors of war rebuild their lives. We have over 20 years of on-the-ground experience working with women in countries affected by conflict. The UK office was set up in 2006 and has since grown into a vibrant and fast-growing organisation, raising over £6million for women in countries affected by conflict.

An exciting opportunity has arisen within our growing Corporate & Community Fundraising team, working across our Corporate & Community Fundraising activities. We are now looking for an enthusiastic full-time **Corporate & Grassroots Fundraising Assistant**. The role will involve supporting the delivery of key fundraising activities and the administration which supports this work, so we are looking for someone highly organised and proactive, who is excited to work in a fast-paced, dynamic environment and has a keen interest in Corporate Fundraising.

Women for Women International are an equal opportunities employer and we positively welcome applications from all suitably qualified persons regardless of their religious beliefs or political opinions, sex, marital or family statuses, races, sexual orientations, ages or whether they are disabled.

Women for Women International UK is a registered charity (charity number: 1115109) and a company limited by guarantee (company no: 05650155), registered in England and Wales. Our registered office is at 32-36 Loman Street, London, SE1 0EH.

Reports to: Senior Corporate & PR Manager

Proposed Start Date: As soon as possible

Location: 49-51 East Road, London, N1 6AH

Interviews: Second Week of June

Salary Level: £20,000

How apply: Email cover letter and cv to ukrecruitment@womenforwomen.org

Deadline: 11.59pm Sunday 2nd June

The Corporate & Grassroots Fundraising Assistant would be expected to work within the framework of Women for Women International's core values. Please refer to the Core Values and ways of working document. Women for Women International are an equal opportunities employer.

Job Description

Corporate & Grassroots Fundraising: 70%

Assist the team with grassroots and corporate fundraising activities, as well as the delivery and development of our supporter journey.

- Assist with the management of our supporter journey by replying to donor queries via both telephone and email, supporting our student societies and community fundraisers and regular thanking process.

- Support of student fundraising activities including researching new opportunities and stewarding student supporters
- Responsible for the management of corporate and grassroots donations, including their creation, amendment and closure within the database
- Maintain the accuracy of our Salesforce donor database with up to date personal and financial supporter information
- Support monthly finance admin, compiling income data from various grassroots income streams including Just Giving and Virgin Money Giving
- Contribute towards the development of community fundraising ‘assets’ such as fundraising toolkits and webpages.
- Support the research for new corporate business prospects
- Support in due diligence research for corporate partnerships

Team Administration 30%

- Manage incoming email enquiries and reply within agreed times
- Liaise with third parties to manage the design, ordering and printing of fundraising materials such as leaflets, pens, badges etc.
- Support the PR coverage book by updating our media tracker and creating reports as necessary
- Manage team meetings, book rooms, create and circulate agendas and minutes
- Undertake any other duties appropriate to the post as may be required by your line manager

Person Specification

The ideal candidate will have a genuine interest in working in fundraising and the charity sector, an interest in women’s rights and international development are highly desirable

| ESSENTIAL | DESIRABLE |
|---|---|
| <ul style="list-style-type: none"> • Good IT literacy, including Microsoft Word, Excel and Outlook • Excellent communications skills, both written and verbal. • Friendly, enthusiastic, and enjoy meeting new people and building relationships. • A team player, pro-active at seeking information, making suggestions and keeping others informed. • Ability to work both independently and as part of a team, as the task requires. • Reliable and organised, with excellent attention to detail. • Ability to work to deadlines whilst managing a wide and varied workload. • An understanding of the importance of confidentiality/ data protection | <ul style="list-style-type: none"> • Strong Microsoft Excel skills • Experience using supporter databases, ideally Salesforce • Experience using online Mailing Services • Experience of using fundraising platforms such as JustGiving. • Voluntary or paid experience in a charitable, marketing or supporter care role • Experience of working in an office and administrative roles • A creative thinker, with ideas of how to engage a range of audiences • Interest in a career in international development or women’s rights. • Interest in the luxury, fashion and beauty sectors - industries many Women for |

| | |
|--|---|
| <ul style="list-style-type: none">• A genuine interest in Women for Women International and our work.• A passion for corporate fundraising. | Women International Corporate Partner's work in |
|--|---|