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**JOB DESCRIPTION**

**Job title: Fundraising Administrator**

**Reporting to: Vice Principal – Business & Enterprise**

**Hours: 20 hours per week/0.5405 contract**

**Salary: Full time salary £25,666 Pro-rata: £13,872**

**Closing Date: Monday 29 September 2025 at 5 pm**

**Job purpose:**

To support the fundraising team in delivering effective and efficient fundraising activities that generate income to meet or exceed fundraising targets for the Royal National College for the Blind and its sister charity, Blindcare. The Fundraising Administrator will play a key role in donor stewardship, database management, event coordination, and administrative support.

**Main duties and responsibilities:**

* Act as a first point of contact for, and respond to general fundraising queries including by telephone, email, post and personal enquiries
* Undertake a range of regular fundraising-specific administrative work including managing collection tins income, banking cheques/cash with Accounts, tracking legacy income/communications, dealing with Blindcare administration.
* Using the College’s fundraising database Donorfy to maintain accurate records of donors and supporters and to track and thank donors for their gifts.
* With training, process Gift Aid claims and ensure Gift Aid records are appropriately filed and retained.
* Assist with donor communications and stewardship activities.
* Provide administrative support for fundraising campaigns, appeals, and events.
* Proactively research and profile prospective funders, trusts, and grant-making bodies, managing the identification and qualification of possible new funders/donors.
* To build an Alumnai database with regular communication through email and socials, designing and monitoring webpages
* Help coordinate logistics for fundraising events, including booking venues, managing guest lists, and preparing materials.
* Support digital and print communications related to fundraising.
* Ensure data integrity and compliance with GDPR and fundraising regulations.
* Generate reports and insights to support fundraising strategy and performance tracking.
* Support the fundraising team with diary management, meeting coordination, and minute-taking.
* Assist with grant applications and reporting as needed.
* General administrative duties as required: Photocopying, scanning, collating, shredding, and maintaining the lost property system.
* Attendance and participation in staff development activities as necessary.
* The nature of the post requires that the post-holder will work such hours, including evenings, weekends, and public holidays, as are necessary to fulfil the role.

RNC is an equal opportunities employer welcoming applications from all sections of the community. We are committed to safeguarding and all successful applicants will be subject to an enhanced DBS (Disclosure and Barring Service) check.

Eligibility to work in the UK is required.

**Note: This job description covers the main, current duties and responsibilities of the job; however, it is subject to review and amendment in the light of developing or changing organisational needs. Other activities commensurate with this Job Description may from time to time be undertaken by the Job Holder.**

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**Person specification – Fundraising Administrator**

Essential and Desirable criteria will be assessed using a range of methods that may include: application form, interview, task or test, presentation of certificates or required document. Consideration will be given to candidates who may not hold all of the essential requirements but who can demonstrate equivalent and relevant experience.

| **Attributes** | **Essential** | **Desirable**  |
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| **Experience** | * Previous experience of working in an office
* Previous administration experience
* Has worked in a fundraising or sales environment
 | * Fundraising administration experience
* Alumnai data management experience
* Event planning
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| **Knowledge/skills** | * IT competency – Word, Excel, PowerPoint, Outlook, internet research
* Excellent verbal and written communication skills
* Confidence and good interpersonal skills
* Ability to deal with staff at all levels confidently and respectfully
* Outstanding organisational skills
* Awareness of basic data protection and GDPR rules
* Knowledge of social media/online platforms
* Ability to provide outstanding customer care
* Ability to put together a basic budget and keep track of departmental costs
* Knowledge of CRM databases and a confident data handler
 | * Knowledge of fundraising functions and how they work
* Understanding of online fundraising platforms eg Facebook, Just Giving, crowd funding
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| **Qualifications and training** | * GCSE Grade 5 or above in English and Maths or equivalent
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| **Aptitudes and abilities** | * Ability to work as part of a team as well as unsupervised and using own initiative
* Proactive with excellent attention to detail
* Ability to work under pressure within a busy office environment, with frequent interruptions
* Attention to detail and accuracy
* Ability to juggle competing priorities
* Mature attitude and understanding of the need for donor confidentiality/discretion
 | * Able to work autonomously
* A track record of communicating with high-net-worth individuals
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| **Disposition, attitude and motivation** | * Willingness to take on project areas and develop them
* Appreciation of need for discretion and empathy especially when dealing with donors/relatives of legatees etc
* Determination and tenacity to see tasks through to completion
* Demonstrate a high level of personal integrity and trustworthiness
* Understanding of and commitment to safeguarding for our students
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| **Additional/other** | * Enhanced DBS disclosure required prior to appointment
* Eligibility to work in the UK.
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