# JOB DESCRIPTION S:\Administration\SCS Logos\SCS logo in jpeg.jpg

**Job Title:** Fundraising Data Processor/Administrator

**Accountable to:** Fundraising Officer

**Responsible to:** Fundraising Manager

**Salary:** 25K Full Time (Pro Rata 12.5K)

**Hours:** 2.5 days a week (17.5 hours)

**Overall Aim**

1. **Job Purpose**

1.1 To process all income received to the Sickle Cell Society and to thank the supporters within a 4-day timeframe.

1.2 To provide administrative support to the Fundraising Team

1.3 To gain a good insight into the work of Sickle Cell Society (SCS) in order to produce insightful fundraising reports

1. **Responsibilities**

The post holder will:

2.1 Regularly update the fundraising database (currently Raisers Edge) with any mailing preferences, or changes to contact or address information.

2.2 Process cash/cheque donations.

2.3 Process donations from payment reports received from online giving sites.

2.4 Process Online Express payments – donations received via the website.

2.5 Update Raisers Edge with Regular Giving payments including checking previous payments to apply Gift Aid – CAF/GAYE etc.

2.6 Reconcile income on the Raisers Edge database back to bank statements each month in liaison with Fundraising Manager and Finance staff.

2.7 Review income by FR area and produce weekly/quarterly reports for the team.

2.8 Produce and send Thank You letters.

The postholder will be expected to keep up to date with Blackbaud/Raisers Edge developments and attend training sessions as required to enable them to lead on how the database is used.

The post holder will also support the wider team with general administration which may include letter folding/document scanning/photocopying/filing/shredding.

1. **General**

3.1 The postholder will attend agreed meetings to gain more insight into the Charity and will be offered in house & external training as required.

3.2 Staff are expected to uphold and promote SCS policies.

3.3 Staff are expected to maintain an appropriate level of confidentiality at all times.

3.5 Staff are expected to adhere to the terms of the employment agreement.

**4. Health and Safety**

4.1 Become familiar with procedures for dealing with incidents such as accidents or fire.

**5. Education**

The post holder will: -

5.1 participate in appropriate internal and external educational programmes

5.2 participating in induction programmes for new members of the team

5.3 ensure that standard setting and audit is undertaken and regularly reviewed.

**6. Additional responsibilities**

6.1 There is a requirement to comply with all SCS policies, procedures and guidelines, including those relating to Health & Safety, confidentiality and the Data Protection Act, as required by Information Governance.

**7. Additional information**

7.1 The post holder may be required to work weekends and evenings and will receive TOIL (Time off in Lieu) in return, as long as additional working hours are pre-agreed with the Fundraising Officer.

7.2 This job description sets out the key tasks and responsibilities. It is not intended to be comprehensive. It is essential that it should be regarded with a degree of flexibility so that the changing needs of the organisation can be met.

7.3 This job description will be reviewed with the post holder annually as part of the appraisal process. Any proposed amendments will be with the agreement of the appropriate member of the Fundraising Manager.

"team" refers to all members of staff including volunteers

# PERSON SPECIFICATION S:\Administration\SCS Logos\SCS logo in jpeg.jpg

**E = Essential D = Desirable**

1. **Experience**

1.1 Experience of working in an office environment, using administrative systems and IT (E)

1.2 Experience of using Microsoft IT packages to a high standard of quality and accuracy (E)

1.3 Experience of electronic audit systems and data base systems and processes (D)

1.4 Meticulous attention to detail (E)

1. **Skills/Knowledge and Abilities**

2.1 Smart and professional image to represent the SCS (E)

2.2 Ability to work with colleagues in a friendly and positive manner (E)

2.3 Ability to communicate with a wide range of people internally and externally both in writing and orally (E)

2.4 Ability to maintain confidentiality and have an understanding of the General Data Protection Regulations (GDPR) (D)

2.5 Ability to follow and understand data base and other systems (D)

2.6 Ability to work to deadlines and targets (E)

2.7 Ability to work flexibly, particularly in reference to time keeping (E)

January 2019