

JOB PROFILE

JOB TITLE:	Corporate Fundraising Administrator – Kwik Fit Account
SALARY:	£18,000 - £28,000 depending on experience
CONTRACT:	Fixed Term Full Time (One Year)
LOCATION:	London (Office based)
REPORTING TO:	Senior Corporate Partnerships Manager
DIRECT REPORTS:	No Direct Reports

Main purpose of position

The Corporate Fundraising Administrator/Kwik Fit account is responsible for supporting the Corporate Partnerships account manager for Kwik Fit. This includes:

- Supporting the corporate partnership Kwik Fit account manager in delivering successful partnership with Kwik Fit.
- Assisting with the organisation of events and activities to harness income from Kwik Fit and providing a high level of supporter care to the Kwik Fit partnership
- Carrying out research into new fundraising ideas, developing profiles and compiling information as directed and helping to prepare for meetings and pitches. Taking minutes, maintaining and recording up-to-date information on all levels of Kwik Fit partnership administration
- Booking of all travel arrangements to and from each Kwik Fit fundraiser or presentation

Children with Cancer UK: Our Vision

Our vision is of a world where no child dies of cancer.

Since we were inaugurated in 1988, we have been dedicated to fighting the injustice of cancer in children. We raise and invest money for vital specialist research to save the life of every child with cancer and keep their family together.

By liberating visionary researchers and accelerating breakthroughs we have helped to drive childhood cancer survival rates up from 63.7% in 1990 to a predicted 84%* in 2017.

We also support families whose lives have been turned upside down by:

- helping to fund the building of free patient and family homes near hospitals around the UK;
- supporting charities offering financial assistance to families during treatment;
- giving children and families unforgettable days out – creating memories that can never be lost.

* Survival rates are based on 5 year survival. The 84% figure for 2017 is an estimated figure by the Office of National Statistics, exact figures will be known in 2023

Following a hugely successful 2018, Children with Cancer UK has huge growth ambition for 2019, to achieve this we need to recruit great people to come and join us to help keep more families together.

Key priorities and relationships

1. Key Responsibilities

- 1.1. To work closely with the Corporate Partnerships Managers to deliver key campaigns within the Kwik Fit partnership.
- 1.2. Plan their own work in line with the identified priorities, meet agreed deadlines and record information in a systematic manner to facilitate team work

2. Corporate Partner Fundraising

- 2.1. Assist with the organisation of events and activities to harness income from the Kwik Fit partnership
- 2.2. Contribute to the preparation for meetings and presentations by compiling information as directed
- 2.3. Handle basic interactions with all Children with Cancer UK teams and Kwik Fit employees using first rate customer services skills at all times, particularly over the telephone, in order to maintain the charity's excellent reputation for donor care
- 2.4. Attend relevant events, often in an organisational or supporting role as directed (this will involve attending some events outside of core office hours)

3. General Administration

- 3.1. Carry out administrative activities as requested including data entry tasks and diary management.
- 3.2. Logging all information on supporters accurately on Raisers Edge and in line with current processes.
- 3.3. Maintain an excellent relationship with individual supporters and all enquiries.
- 3.4. Maintain current systems and processes with regards to online page coding and logging events.
- 3.5. Maintain relationships with relevant suppliers and liaise with them when requested.
- 3.6. Liaise with other teams within the charity, in particular the Comms Team with regards to marketing and social media.
- 3.7. Monitor all stock and materials and ensuring adequate stocks are always held and available.
- 3.8. Maintain a comprehensive and up to date filing system of Kwik Fit contacts and fundraisers.

- 3.9. Assist in keeping up-to date income and expenditure records where required.
- 3.10. Log and monitor income for corporate partnerships team and thank corporate supporters
- 3.11. Help to maintain departmental systems and processes

4. Development

- 4.1. Demonstrates basic knowledge of contemporary fundraising techniques and market developments by utilising the Institute of Fundraising, industry press, special interest groups and our external fundraising advisors and agencies where appropriate
- 4.2. Identify appropriate and cost effective training and articulate the key benefits of attendance for personal development

The post could require some evening and weekend work and the post holder is expected to attend events as and when required – events could be in London or over several days throughout the UK. The charity operates a time off in lieu system to make this time up.

Experience and skills

	Essential	Desirable
Skills / Ability	<ul style="list-style-type: none"> • Knowledge of Microsoft Office programs, such as Outlook, Word, PowerPoint and Excel. • Experience of using the telephone to handle enquiries and support research. • Articulate and literate to a high level with strong communications skills. • Good customer service skills and an ability to work with a variety of stakeholders, including fundraisers, committee members, celebrity supporters and Trustees • Excellent organisational skills • Ability to prioritise and multi-task • A keen eye for detail • Able to work collaboratively as part of a team and contribute to a positive working environment and culture • Ability to work under pressure and to deadlines 	<ul style="list-style-type: none"> • Previous use of various research tools (e.g. Internet, Marketing Handbook Online, DSC Guide to Company Giving)
Knowledge		<ul style="list-style-type: none"> • Experience with Raisers Edge • Fundraising Experience • Experience of helping organise mass-participation events
Qualifications		<ul style="list-style-type: none"> • Degree or equivalent level of education
Disposition / Personal qualities	<ul style="list-style-type: none"> • Attention to detail especially in relation to recording information • Able to learn quickly and use initiative to carry out tasks without constant need for referral • Time management skills, including prioritisation • Enthusiastic, confident, sociable, resilient • A self-starter who can plan their own diary and seize the initiative • Creative and innovative • A proven interest in the charity sector and specifically working within corporate 	<ul style="list-style-type: none"> • Interest in contemporary fundraising techniques and a genuine desire to learn

	fundraising.	
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This job description outlines the current main responsibilities of the post. However the duties of the post may change and develop over time and this job description may, therefore be amended in consultation with the post holder. To gain the knowledge and experience required, the post holder will be expected to remain in their current position following a successful probationary period for between 6-9 months.