

Survival



FUNDRAISING COORDINATOR

LOCATION: London, UK

SALARY: £22,000 - £24,000 per annum, dependent on experience

HOURS: This is a full-time position (Monday – Friday, 10am – 6pm)

CONTRACT: 12 months (renewable), with a 6-month probationary period

CLOSING DATE: The vacancy will remain open until the position has been filled

OPPORTUNITY & CHALLENGE

Do you have a passion for human rights? Are you looking to take the next step in your Fundraising career? We are seeking an energetic and enthusiastic person to join the fight for tribal peoples' survival.

This is an incredible opportunity for an experienced fundraiser to increase Survival's fundraising income from a wide range of sources including community fundraising, challenge events, legacies and trusts & foundations.

PURPOSE AND SCOPE

Drawing on experience in a similar role, you will be responsible for managing and delivering an existing portfolio of fundraising activities. A significant part of the role will be developing new and innovative ways to grow our income.

Using excellent interpersonal skills, and with knowledge of the principles of good supporter care, you will establish and steward relationships with event participants and those carrying out their own fundraising initiatives.

Working alongside the department head, you will help to maintain and deliver fundraising budgets and analyze and interpret fundraising trends.

KEY RESPONSIBILITIES

The role encompasses a wide variety of tasks, subject to change as the department evolves and grows. The following list is not exhaustive.

Fundraising & events

- > Act as first point of call for the public and existing supporters enquiring about fundraising.
- > Manage and grow a portfolio of fundraisers, providing advice, encouragement and support throughout their fundraising activities.

- > Develop new fundraising ideas and opportunities, including legacy giving, local events and major fundraising opportunities.
- > Ensure fundraising events and activities run smoothly and efficiently.
- > Attend fundraising activities, presentations and events.
- > Communicate with executors regarding legacies left to Survival.
- > Administer a portfolio of trusts & foundations that give grants to Survival.
- > Achieve predetermined fundraising targets and draft reports on KPIs.
- > Work closely with staff in Survival's overseas offices by sharing fundraising activities and ideas, and offering support.

Communications

- > Draft promotional material to ensure events and activities are well marketed and attended.
- > Assist with producing social media and web content for the fundraising department.
- > Occasionally give talks to increase awareness of, and support for, tribal peoples.

Other

- > Assist with trading activities e.g. packing orders, serving customers in office shop etc.
- > Carry out reception duties in the absence of the Supporter Services Coordinator.

PERSON SPECIFICATION

- > Experience working in a fundraising department.
- > Track record of successful fundraising events including community and challenge events.
- > Experience of using social media for fundraising/promotional purposes.

- > An enthusiastic and personable manner, able to motivate individuals and groups of volunteers.
- > Excellent customer service skills.
- > Trustworthy, patient and a good relationship builder.
- > Resourceful, innovative, self-motivated and target driven.

- > Strong administrative skills. Meticulous, efficient, and highly organized
- > Computer literate, including CRM management (Salesforce or similar)
- > Highly numerate, with flawless verbal and written skills (rigorously tested during interview).
- > Good graphic design and photography skills are a bonus.

OTHER REQUIREMENTS

- > We can only accept applications if you already have the right to live and work in the UK.
- > Ability and readiness to work evenings and weekends with prior notice.
- > Commitment to Survival International's vision, mission, and values.

WHAT WE OFFER

When you join Survival International, you're getting more than just a career: you're gaining a unique opportunity to join one of the most exciting campaigning organizations around; it is not just a job. You will be working with an international team of passionate people who really care about human rights and want to change the status quo. We strive to be an equal opportunities employer, with a close-knit and friendly internal culture. We offer generous annual leave (25 days' holiday + bonus days over Christmas and New Year).