

**JOB SUMMARY AND PERSON SPECIFICATION**

**Job Title:**  Fundraising Coordinator

**Reports to: Head of Fundraising**

**Based at:** Home Based/MMHQ Wantage – OX12 9TF

|  |  |
| --- | --- |
| **Job Purpose** | Working closely with our Head of Fundraising, the Fundraising Coordinator will help to grow Mission Motorsport’s fundraising income and implement the charity’s fundraising strategy. This involves developing year-round fundraising activities and campaigns, engaging with supporters, researching new trusts and foundations, and looking after grant administration. |

|  |  |
| --- | --- |
| **Main Responsibilities** | * Support the development and delivery of new fundraising products and programmes, including events and online mass participation campaigns.
* Work closely with the Head of Fundraising to help drive long-term value and reach the set financial targets against this role.
* Deliver excellent supporter experience with the aim of building long-term donor relationships.
* Maintain and update supporter database through data capture.
* Use digital platforms to reach, inspire and unite a remote audience.
* Help to promote our fundraising activities through digital marketing, and community networks.
* Keep ahead of sector trends through research and networking.
* Lead and support online fundraising activities and events.
* Work with Trusts and Foundations on current grant reporting.
* Research new Trusts and Foundations.
* Any other tasks as directed by Head of Fundraising appropriate to the role and Mission Motorsport.
 |
| **Essential Knowledge, Skills & Experience** | * Administrative and customer service experience.
* Enthusiastic individual.
* Excellent attention to detail and a personable and flexible approach.
* Organised and efficient.
* Able to demonstrate the ability to make informed decisions under pressure.
* Proven track record building and maintaining relationships, both internal and external.
 |
| **Desirable Knowledge, Skills & Experience** | * A knowledge of Salesforce or similar CRMs.
* An understanding of data protection and information management protocols.
* Experience of dealing with fundraising campaigns and events.
* Experience working with large donor organisations & HNW individuals.
* Knowledge of the Armed Forces community.
* An interest in motorsport.
 |
| **Key Competencies & Behaviours** | * Demonstrates the ability to build a rapport quickly and to understand needs, wants and expectations.
* Displays a positive, empathetic, patient, polite and friendly manner.
* Manages challenging situations in a calm and appropriate manner.
* Ability to remain calm under pressure.
* Displays the highest levels of integrity, confidentiality and commitment.
* Responds quickly to changing demands and demonstrates strong skills in prioritisation and time management.
* Able to analyse information quickly and communicate in a concise and articulate manner.
* Well organised with the ability to prioritise.
* Demonstrates attention to detail in all aspects of work.
* Ability to work as part of a team and be a flexible team player.
* Demonstrates self-motivation.
* Prepared to attend events throughout the UK (overtime will be compensated through Time off in Lieu. This will include occasional weekend work).
 |
| **T&Cs** | * Part time (20hrs per week) 12 months fixed term contract initially.
* Workplace Pension Scheme.
* Home-working or Hybrid working available (Office based in Wantage).
 |