

**JOB SUMMARY AND PERSON SPECIFICATION**

**Job Title:**  Fundraising Coordinator

**Reports to: Head of Fundraising**

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

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| **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. |

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| **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). |