

JOB DESCRIPTION

Job Title: Business Development and Fundraising Administrator

Department: Business Development and Fundraising

Reporting to: Senior Development Manager

Main Job Function:

As Administrator for the Business Development and Fundraising Team at Papworth Trust you will play a key role in supporting the team to deliver the Trust's growth targets and broader strategic objectives. Key responsibilities include:

- **General Administration** – Provide full administration support to the team
- **Bid Support** – Work with the Business Development Managers and Trust and Grant Fundraiser to prepare generic elements of bids and grant applications
- **Research and Development** – Undertake regular desk-based searches for new business and grant funding opportunities
- **Support for Fundraising Activities** – As required, play a part in supporting the Trust's major donor group and other fundraising events.

Main Duties:

The post holder will work closely with the Senior Development Manager and other members of the Business Development and Fundraising Team. Key duties include:

- **General Administration:**

- To act as point of contact for Fundraising and Business Development enquiries
- Provide general administration duties for the team alongside occasional organisational committee support
- Work with the Senior Development Manager to collate Key Performance Indicator statistics.

- **Bid Support:**

- Working with direction from the bid lead, compile generic elements of bid submissions
- Support the Trust and Grants Fundraiser to compile grant funding applications
- Maintain the team's digital filing systems based on Sharepoint.

- **Research and Development:**

- Undertake regular desk-based searches for new business and grant funding opportunities
- Identify and disseminate key market information to other members of the team
- Maintain a clear, easy to use and up to date digital filing system.

- **Support for Fundraising activities:**

- Support the Corporate Partnership Fundraiser in preparation for and delivery of events
- Provide administrative support to the Trust's 'Centenary Circle' major donors
- Support the Finance department to claim Direct Debits from individual donors, through providing weekly reports
- Coordinate the mailing of regular updates to individual supporters and thank you letters, invitations and other materials as required.

- **Generic Duties of the Business Development and Fundraising Team:**

- To be a full, equal and effective member of the Business development and Fundraising team and wider Papworth Trust
- Play an active and collaborative role in the achievement of the strategic objectives of Papworth Trust
- Support the development of services and activities in-line with the

strategic direction of the organisation

- Manage workload to achieve individual targets and support the achievement of the teams overall targets
- Act as an advocate and spokesperson for Papworth Trust both internally and externally
- Ensure that all record keeping is accurate and information is stored in a manner appropriate to the correct level of confidentiality within organisational guidelines and data protection requirements.
- To safeguard the health, well-being and safety of the customers we work with, some of whom may be classed as vulnerable people or adults at risk. In the event of a risk to a customer becoming apparent or if concerns arise about a vulnerable person's welfare, to immediately report these concerns in line with the appropriate policy and procedure.

In addition to these responsibilities, all employees are required to carry out such other duties as may be reasonably required.

Date of Description: February 2019

Job Description Ref: BD and FR Administrator

Prepared By: Senior Development Manager