

ABF THE SOLDIERS' CHARITY
JOB DESCRIPTION

Job Title:		Reports to:
Regional Assistant and Project Manager	3 days/week P/T	Regional Director of Fundraising

Role. Providing office, clerical and fundraising assistance to the Regional Director of Fundraising and organising major fundraising projects.

KEY TASKS

- **Office Administration**

- Man the telephone(s) and takes messages.
- Open, stamp and distribute incoming mail. Frank/post outgoing mail..
- Drafts, types, files and dispatches letters, instructions and reports.
- To maintain staff (County Presidents, Chairmen, Committees etc) lists and all other mailing lists.
- Monitors and maintains office stationery stocks.

- **Fundraising**

- Accounts for, maintains and distributes fundraising equipment and merchandise stocks.
- Maintains fundraising packs and all other ABF TSC publicity material.
- Counts, records and banks cash.

- **Events**

- Prepares event mailings, processes applications and donations
- Liaises with commercial suppliers and printers.
- Supports organisers as required
- Assists at events when required.
- Drafts and despatches thank you letters.

- **Donations**

- Maintains the records of all types of donations.
- Drafts and despatches thank you letters.

MAJOR FUNDRAISING PROJECTS

- **To manage the organisation and execution of a major project to raise £20,000 pa net of costs.**
 - Recruits participants.
 - Approaches suitable sponsors.
 - Manages project resources.
 - Day to day running of project accounts.
 - Markets the event nationally
 - Provides support during the event – this could result in up to 10 consecutive days away from home.
 - Use Just Giving and other fundraising databases to collect money and collate data.

ABF THE SOLDIERS' CHARITY
JOB DESCRIPTION

- **Electronic Information Systems**

- Day to day administration of the supporter database
- Records individual and event details on Raisers' Edge database.
- Records financial transactions on Raisers' Edge database (batching)
- Monitors and uses social media as required to communicate charity events.

- **Skills and Attributes**

- Good interpersonal and organisational skills.
- IT literate to a high level (Word, Excel, Access, Power Point, Outlook, Publisher and Internet).