

Friends of the Earth – Job Description

Job title	Major Giving Team Assistant
Reporting to	Events & Stewardship Officer
Team	Major Giving
Career stage	Grade F
Contract	Permanent
Location	Flexible across England, Wales and Northern Ireland, role holder would be required to attend team meetings in London on a quarterly basis.
Line management	N/A

Purpose of the role

The Major Giving team is responsible for raising funds from the following sources: Major and High Value Donors, Trusts and Statutory Bodies and Strategic Partners. The new member will play a key role within the team, providing administrative and project support to colleagues.

Key responsibilities and tasks

- To provide team administration of our supporter database, Dynamics, for example, running basic selections and queries; liaising with the Supporter Insight (data) team to make data selection requests; ensuring correct coding and inputting of donations; etc.
- To work with colleagues in Major Giving and Finance to process donations and deal with invoice requests
- Processing donations for the Major Giving team and ensuring gifts are coded correctly and donors stewarded appropriately and in a timely manner
- To coordinate and ensure the delivery of team mailings, for example, our membership magazine Earthmatters, Progress reports and event invitations
- To support the team with the management of donors, for example, qualifying prospects for the Strategic Partnerships team by performing ethical scoping of companies
- To provide general administrative assistance to the team, for example, scheduling meetings and booking rooms; coding and recording invoices for team expenditure; and recording all correspondence on Dynamics; etc.
- To develop and maintain systems to improve the efficiency of the team, e.g. data capture and entry, and cross team information sharing
- To assist in the project management of our annual participation in the Big Give, coordinating colleagues to reach our matched funds goal
- To support and/or take ownership of projects on an ad hoc basis
- To help create streamlined tracking and monitoring processes and metrics to maintain accurate visibility on the performance of the fundraising streams within the Major Giving team (i.e. total income generated, affiliate and CRM performance, forecasting, etc.)

You will also need to be aware of and follow Friends of the Earth policies and procedures, with particular attention to safeguarding, equality, diversity & inclusion, and our values.

Person specification

Essential:

- Previous experience of working with databases and spreadsheets
- Previous experience of making high quality data selection requests and working with the data generated
- Previous experience manipulating data, particularly in excel, including filtering and segmenting
- Good general administrative skills, including mail and email-merging
- Good organisational skills with a methodical approach to working on a number of tasks simultaneously while prioritising and working to deadlines
- Good interpersonal skills with the ability to communicate confidently, effectively and diplomatically with a wide range of people at all levels
- The ability to work proactively, identifying improvements to work practices maintained within the team and with other teams
- Good troubleshooting and problem-solving skills

Desirable:

- Experience in using supporter databases, such as Dynamics or RaisersEdge
- Experience in a fundraising role, particularly in a team working with high value donors
- Good written and research skills

Our Values

Ability to demonstrate understanding and apply our values.

Integrity – We demonstrate integrity throughout everything we do, internally and externally.

Impact – We make the biggest impact we can through good analysis and judgement, insight, feedback and focus.

Leadership – We motivate others through our individual and collective actions, our compelling vision, and our clarity on what work needs to be done.

Focus on Friends – To build our influence we put new and existing ‘friends, at the heart of our work.

Accountability – We hold ourselves and others to account for our work and how we work.

Learning and Enquiring Mindset – We learn continuously, challenging our own assumptions and habits while expanding our horizons to enable us to improve the impact of our work.

Date approved	January 2020
Date reviewed	February 2025

Friends of the Earth staff are not permitted to hold office for political parties or stand as candidates for political parties. Staff should also seek permission from the Senior Management Team if they wish to hold a non-public facing official role in a political party. If this is an issue, please do raise this with us as soon as possible.

This job description is current as at the date shown above. In consultation with the post-holder, it is liable to variation by the Director to reflect or anticipate changes, in, or to, the post and the organisation.

The job description gives an overview of the main responsibilities of the role. The day-to-day role will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.