

## Job description – Individual Giving Executive – full-time, permanent role

### Role responsibilities

The Individual Giving Executive will:

- support the Individual Giving Manager with the full delivery of IG campaigns and report on results
- support the Fundraising Officer to provide exemplary donor support and accurate donor data
- support the Fundraising Team with administrative tasks, to include data entry in Raiser's Edge
- manage the phone line/switchboard and fundraising mailboxes; deal with enquiries as they come in, in a timely manner
- provide tailored support for community fundraising
- fully manage website sales and stock and shop fulfilment
- work closely with the Fundraising Team, to ensure the Charity's overall income targets are met and exceeded.

### What you'll bring to the role:

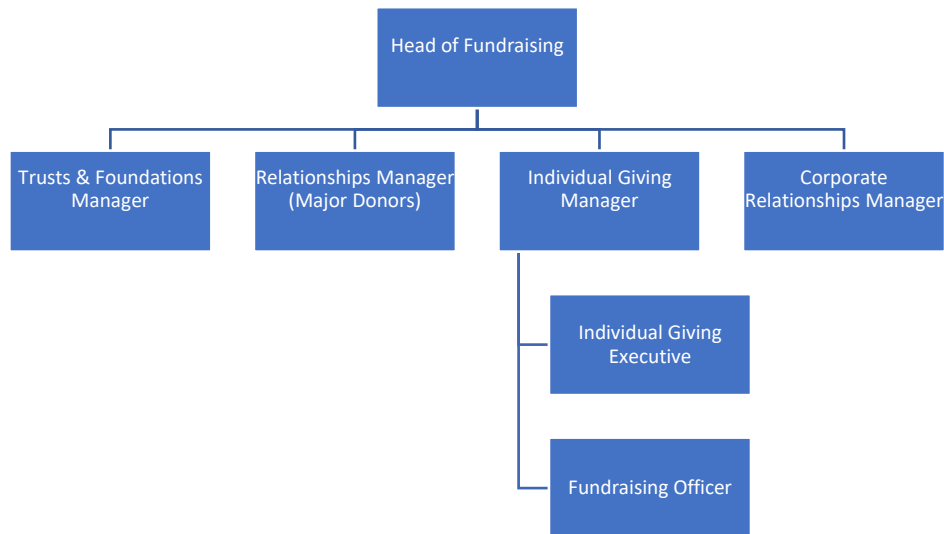
- experience in an administrative role, preferably within a fundraising team and charity
- strong experience using Microsoft Office and Raiser's Edge, to include batching donations and record management
- excellent attention to detail with demonstrable strong written and verbal English skills
- impeccably organised and a quick learner
- experienced and excellent at dealing with donors over the phone, upholding a professional and personable nature at all times
- experience of e-commerce management and shop fulfilment
- a supportive team player, flexible, level-headed and able to manage a varied workload independently
- GDPR knowledge.

### About the team

The Fundraising Team support diverse income streams. Individual Giving is a key income stream for the charity, raising over £1 million each year through fundraising appeals, stewardship, and regular recruitment campaigns. The Individual Giving Team also manage legacies, community fundraising and Book Aid International's seasonal e-shop.

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## Team structure



## Reporting line

You will report to the Individual Giving Manager.

## Terms

Contract	Full-time, permanent contract
Working hours	35 hours per week
Place of work	Camberwell office, London SE5
Annual leave entitlement	25 days per annum + bank holidays
Salary range	c£26,000
Benefits	Generous pension contribution - up to 8% employer contribution, good training and development budget, life assurance policy, Employee Assistance Programme.

## Recruitment

Application deadline 23.59 on 25 July 2021

Interviews will take place week commencing 2 August 2021

Apply via this link <https://hr.breathehr.com/v/individual-giving-executive-17444>

Please complete the application form. CVs will not be considered.

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