



Department
for Work &
Pensions

KICKSTART SCHEME

DWP Bid Unique Identifier

Job category (DWP use only)

Job Placement title

Fundraising Assistant

Company name

Pecan

Number of hours per week

25

Working pattern and

contracted hours (including
any shift patterns)

3.5 days a week, 9am – 5pm

Hourly rate of pay

London Living Wage

The main responsibility for the fundraising assistant is to support the Partnerships Manager with fundraising administration at Pecan. This includes database management and maintenance, as well as keeping the database current through regular imports. The person in this role will be responsible for individual donor support, supporting donor stewardship, recording and tracking donations from various streams and supporting an external fundraising company with appeal mailings.

In addition to this, the fundraising assistant will support community, Event and Church Fundraising by supporting fundraisers through physical and virtual events, and monitoring and supporting event fundraisers.

Within the wider team, responsibilities include: supporting and maintaining an accessible, accurate, and transparent filing system, working with Partnerships Manager on fundraising campaigns, supporting the finance team with fundraising queries, and working with other central team members on ad hoc tasks and events.

The skills that will be developed through this role include, but are not limited to: administration skills, IT skills, verbal and written communication skills, team working skills, fundraising skills, grant writing skills, digital fundraising skills.

Essential skills, experience and qualifications

The successful candidate will need the following skills and experience: Excellent administration skills with a high attention to detail. Good IT skills are essential, with a working knowledge of Microsoft Office applications (Word, Excel, Outlook etc). They will need excellent communication skills and be able to work independently and remotely with a proactive approach to work. Good work ethic and an agile approach to work are essential. A good grasp of working with numbers and spreadsheets is also essential.



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Details of employability support (training opportunities/mentor)

The fundraising assistant will be supported with regular individual training in fundraising through internal and external training. The training will be for the professional and personal development and will assist with the role but also increase employability for the Fundraising Assistant.

They will also receive specialise training in Blackbaud eTapestry CRM and will have the opportunity to work towards a certificate with Blackbaud University through online training if they choose.

The fundraising assistant will be supported by the Partnerships Manager throughout their time at Pecan, who will not only manage them but mentor them as they progress through the role. The Partnerships Manager will assess interest and work on training needs for the Fundraising Assistant and plan training into the working week.