Job Title: Fundraising Administration Assistant
Report To: Senior Development Manager, Major Gifts
Hours: 23 hours hrs per week minimum, over 5 days per week, with hours to be agreed
Salary: Competitive
Start Date: ASAP
Location: Cambridge, UK

Overview
CAMFED (Campaign for Female Education) is an international non-profit organisation tackling poverty and inequality by supporting marginalised girls to go to school and succeed, and empowering young women to step up as leaders of change. Since 1993, CAMFED’s innovative education programmes in Zimbabwe, Zambia, Ghana, Tanzania and Malawi have directly supported more than 4.8 million students to attend primary and secondary school.

Job Purpose
This role supports the CAMFED fundraising team by providing the administration assistance required for our fundraisers in the CAMFED UK office. The primary duty is to assist with the processing of donations, and with the maintenance and upkeep of accounts on the Salesforce database (data input, running queries and pulling reports) for which appropriate training will be given. Other key duties include: diary management, making appointments, organising meetings and taking minutes of meetings.

Specific Accountabilities
- Process and record donations received through various sources including CAMFED’s website, direct mail and through third party platforms, ensuring information captured on the Salesforce database is correct and up to date.
- Use Salesforce to maintain meticulous records of donors, to run queries, compile mailing lists, produce reports and help fundraisers maintain accurate and current portfolios.
- Maintain updated information for donation acknowledgements across the CAMFED International office.
- Collaborate with colleagues in other offices to ensure alignment in systems and processes for fielding enquiries and donations.
- Provide general administration support to the team such as completing purchase order forms, digital filing, obtaining quotes, scheduling meetings, taking meeting minutes, supporting event logistics, and handling outgoing post.
- Other administrative tasks as defined by the Director of Development.

Knowledge, skills required
- A track record in a general administration role and proven ability to work as member of a team.
- Excellent computer skills including Word, Excel, Outlook.
- Excellent working knowledge of databases and Google Suite would be advantageous although training will be given.
- General interest in administration processes.
- Excellent communication and organisational skills and a confident telephone manner.
- Positive, enthusiastic and committed to getting the job done.
- Ability to manage and prioritise a varied workload and happy to lend a hand in all aspects of the role.
- Efficient, with a keen eye for accuracy and detail.
- Eligibility to work in the UK.

**Application Details**
Please send your CV together with a covering letter, including salary expectations, and reference ‘Fundraising Administration Assistant’ to hr@camfed.org by 9am Monday 17th May 2021.

Please note due to the volume of responses only successful candidates will be contacted.

No agencies or marketing sales please.