

## Job Description

<b>Title</b>	Administration and Fundraising Coordinator
<b>Location</b>	Croydon
<b>Salary</b>	£19,000 - £24,000 (depending on experience)
<b>Hours</b>	9:00 – 17:30 (37.5 hours per week)
<b>Job Type</b>	Contract (6 month probation)

ACLT is a charity committed to giving hope to patients living with blood cancer and other illnesses where a matched donor (stem cell, blood or organ) is required to save a life. Our work is driven by a belief that no one should die waiting for a donor to become available.

### Purpose of Role

- To provide administrative support to all office operations
- To manage the database
- Manage volunteer programme

### Office Management

1. Manage reception – act as first point of call for all external communications including general email, post and telephone enquiries
2. Communicate with suppliers and order stationery; ensure availability of day to day office items
3. Maintain both electronic and paper filing systems
4. Manage Petty Cash

### Fundraising/CRM Database Management

1. Creating and maintaining constituent records
2. Running reports, queries and creating mass emails
3. Assist in developing fundraising projects

### Volunteer Management

1. Coordinate the production of quarterly e-newsletters
2. Maintain website by updating content as requested
3. To recruit and manage volunteers, being their main point of contact, providing support as and when needed

### Additional Responsibilities

1. Occasional weekend work
2. Undertake other work as required, including special projects

## Person Specification

### Essential Requirements

1. Administration experience.
2. Experience with databases (any).
3. Good written and verbal communication skills.
4. Ability to work under own initiative to prioritise and manage varied tasks.
5. Excellent organisation skills and administration ability including computer literacy (word, excel, etc.)
6. Interest in issues relating to African and Caribbean health and/or cancer, blood or organ issues.
7. Flexibility to work outside core hours occasionally to support other activities as required.
8. Ability to break down and analyse information where required.

### Desirable Requirements

1. Experience of working in the voluntary sector.
2. Experience of working in an organisation focusing on African and Caribbean and/or cancer, blood or organ issues.
3. Experience of fundraising (in any context).
4. Experience of events management.
5. Experience of using eTapestry fundraising and donor management software.
6. Previous experience of working with confidential information

If you feel you have the essential (must have's) requirements and can also demonstrate a significant no. of points from the desired requirements (could have's) shown, please apply.

### TO APPLY

To apply, please send your CV (max 2 pages) and a covering letter (max 1000 words) outlining how you meet the criteria to Beverley at [info@aclt.org](mailto:info@aclt.org) by 12pm on Monday 20th March.

### CLOSING AND INTERVIEW DATES

The closing date for applications is 12pm on Monday 20 March.  
Interviews will take place shortly after the application window closes.