



Job Title: Fundraising Assistant
Organisation: Anne Frank Trust UK
Salary: 24K
Contract: Permanent
Location: Star House, 104-108 Grafton Road, London, NW5 4BA

Closing Date: 11 March 2019
Interview Date: 15 March 2019

Application Method: CV and Supporting Statement to lara@annefrank.org.uk

Job Description

INTRODUCTION

The Anne Frank Trust UK is an education charity that envisages a society safe from prejudice and discrimination. Drawing on the power of Anne's life and diary in a contemporary context we educate young people about the damage prejudice and hateful attitudes cause and empower them with the knowledge, skills and confidence needed to challenge bullying and harmful attitudes.

In 2018 we worked with more than 55,000 people in schools, alternative provision units, prisons and community venues across the UK, encouraging people to combat hatred and embrace positive attitudes, responsibility and respect for others. The impact of our work has been recognised by the Equality and Human Rights Commission and by the Metropolitan Police, with whom we have just announced a new working partnership. We are also identified as a flagship project in the Government's Hate Crime Action Plan.

The Trust is looking to expand its national work backed by a growth-oriented fundraising development plan and we're looking for a dynamic, creative and hard-working individual to join our small team of dedicated professional fundraisers. We work in a fast-paced, but friendly and supportive environment, where you can be sure that your contribution will have a real impact on the charity's ability to deliver its vital work to thousands of young people.

PURPOSE OF THE ROLE

Reporting to the Grants Manager, the Fundraising Assistant will play a pivotal role in helping the Trust achieve its plan to sustainably grow income through trusts and foundations, fundraising events and individual donors.

This is a varied role which will include writing and sending applications to Trusts and other grant making bodies, researching and updating information on new trusts we can apply to and managing and reporting to a portfolio of smaller Trusts.

The Fundraising Assistant will also assist the wider fundraising team with fundraising events, donor stewardship, database administration and prospect research.

RESPONSIBILITIES

Grants:

- Donor research, including identifying new prospects and matching funders to Anne Frank Trust work across the UK.
- Writing compelling funding proposals for smaller programmes (up to 5K) to new and existing grant giving bodies to match donor interests with the Trust's programme of work.
- Writing funding reports for donors.
- Writing timely thank you letters for donors.
- Maintaining and creating records on the donor database.
- Working with the Database Assistant to improve grant recording and reporting on the database.
- Supporting the Grants Manager to manage a portfolio of Trusts.

Teamwork:

- Be an active member of the fundraising team; attend regular team meetings and assist with fundraising events and other areas as required.
- Support the Events Manager and Fundraising and Database Assistant with delivery of events at any point in the process.
- Support the Development Director with donor stewardship and corporate prospect research.
- Work effectively with members of the Education and Communication Teams to gather the background materials – e.g. case studies, images, and evaluation data – required to support effective donor communications.
- Undertake any other duties appropriate to the grade and relevant to the objectives of the wider team as agreed with the line manager.
- Ensure that records are kept in line with the new General Data Protection Regulations.
- Be aware of and abide by all relevant Anne Frank Trust policies and procedures, especially Health and Safety and Diversity.

The post will be subject to a six month probationary period.

A. PERSON SPECIFICATION

Education and Training	
Essential Criteria	Desirable Criteria
Educated to Graduate degree level or equivalent experience.	
Achievements and Experience	
Essential Criteria	Desirable Criteria
Excellent interpersonal skills with demonstrable experience cultivating positive relationships with grant makers / providing good customer or client service.	Experience of writing successful high-quality applications to grant giving organisations.
	Experience of raising income for education related projects or charities.
Skills & Abilities	
Essential Criteria	Desirable Criteria
Outstanding verbal and written communication skills. You must be able to write clearly and expressively.	
Computer literate and proficient in MS office.	
Excellent research skills and an ability to extrapolate relevance from policy and guidance documents.	
Good planning and organisational skills, including ability to be flexible in prioritising workload and meeting deadlines.	
Sensitivity to, and willingness to develop an understanding of, issues related to prejudice, discrimination and hate crimes.	
Enthusiasm, tenacity and initiative.	