

Marketing & Fundraising Administrator Job Description

Responsible to: Marketing & Communications Lead

Location: Church Knowle centre near Wareham, Dorset (BH20 5NQ), with some flexibility for occasional home working

Hours: 20 - 25 hours per week

Salary: £12.21 per hour (rising to £12.71 per hour in April)

Job Overview

Are you looking for an administration role where you can be creative, make an impact and support rescue animals? We're looking for a proactive, ambitious and detail orientated Marketing & Fundraising Administrator to join our team!

If you thrive on variety, love animals, and want hands-on experience in fundraising, marketing, communications & events, this could be the perfect role for you. You'll be a key part of our charity's fundraising and marketing efforts, helping to engage and thank supporters, helping to administer events, and managing day-to-day admin tasks.

Your expertise and attention to detail will ensure that we have accurately recorded every donation, thanked supporters and managed their communication preferences. No two days are the same, and you'll have plenty of opportunities to learn, grow and develop your skills in a supportive team. Oh, and if you're working from the office, you'll have the opportunity to spend your breaks chatting with our rescue goats!

This part-time role can be offered between 20 to 25 hours per week, with working pattern and office days to be agreed.

What You'll Be Doing

Marketing & Communications

- Monitor and respond to messages and enquiries.
- Assist the team by coordinating marketing supplies.
- Support the team in promoting, resourcing and attending fundraising activities and charity events.

Event & Fundraising Support

- Help coordinate event suppliers, including our Country Fayre & Dog Show, festive celebrations and thank you events.
- Help support groups and individuals who want to fundraise for us.
- Assist with appeals and be the first port of contact for supporters wanting to make donations to our charity.

Administration & Supporter Care

- Recording details of each donation on our Supporter database – Blackbaud Raisers' Edge NXT.
- Maintaining and updating supporter details and mailing preferences.
- Working with our Data team to ensure all data is correctly imported from other fundraising platforms.
- Working with our Finance team to ensure all income is aligned with the charity's accounts system.
- Responding to department enquiries.
- Maintain and update key marketing & fundraising spreadsheets.

What We're Looking For

We'd love to hear from you, if you:

- ✓ Have a genuine passion for charity fundraising, marketing and events.
- ✓ Are an excellent communicator (both written and verbal) and enjoy working with the general public.
- ✓ Are detail driven and able to accurately maintain large quantities of data.
- ✓ Are highly organised and able to juggle multiple tasks.
- ✓ Are confident using Microsoft Office (Outlook, Word, Excel, PowerPoint).
- ✓ Have good levels of experience with CRM systems.
- ✓ Enjoy working with data and numbers.
- ✓ Are passionate about animal welfare and want to make a real impact.

This role is ideal for someone who's eager be part of a busy team, gain hands-on experience, and work in a fun, varied environment. If you are detail driven, solution focused, and would enjoy building relationships with supporters, we'd love to hear from you!

Please note that we are actively interviewing for this role, so encourage you to apply early.