



Fundraising and Events Assistant Job Description

Job Title: Fundraising and Events Assistant

Location: Temwa Office, Portland Square, Bristol (mostly homeworking during Covid)

Start Date: ASAP

Duration of work: Part time 2 days a week

Salary: £20,000 per annum, pro rata

Temwa's Mission – Developing self-sufficient communities in hard to reach areas

Principles of Temwa:

1. At the heart of our organisation is a community-led approach to development, making sure that everything we do is developed in partnership with the people we support.
2. We want to help communities achieve self-sufficiency, so our projects offer them sustainable, long-term training to become independent.
3. To do that, we must work with trust and integrity, with a team of staff and volunteers who we can rely on.
4. And of course, that means always operating with professionalism using the skills, experience and local knowledge we have acquired since we started.

Job Description

The Fundraising and Events Assistant position is a part time role supporting the Fundraising Team within Temwa. The role will work alongside the Fundraising & Communications Manager, Communications Officer and Managing Director to assist with fundraising including events, supporter care and administration. The role will be line managed by the Fundraising & Communications Manager. Key duties will include:

- helping develop Temwa's individual giving work including challenge and individual events
- ensuring the smooth running of Temwa's supporter care systems
- supporting the Fundraising Team with day to day administration

The role may include some management of volunteers and liaison with external companies and contractors. The role will entail some work at events in the future so working hours will occasionally include evenings and/or weekends.

Key Duties

Fundraising:

1. Fundraising from Individuals

Develop and implement an outreach and supporter care plan to reach targets for fundraising income from individuals, including acquisition, supporter care and retention. This work will include working with the Fundraising Department Manager, volunteers, external suppliers and contractors to:

- Provide outstanding supporter care to challenge and individual event participants ensuring they have the best possible experience of their engagement with Temwa and become long-term supporters.
- Work with the Fundraising & Communications Manager to plan a programme of individual and team challenges and ensuring they meet targets – including promoting places available, finding participants and supporting them to raise sponsorship for Temwa.
- Work with the Communications Officer (CO) to ensure all events receive the promotion they need to reach their target.

- Keep regular communication with the CO to plan and regularly adjust that plan.
 - Plan and work with a team of interns & external suppliers to execute any future special events, including managing ticket sales and arranging logistics.
 - Working with the Fundraising & Communications Manager on the stewardship and support of our individual supporters including our monthly and appeal donors
 - Supporting the Fundraising Team in keeping accurate and up to date records on our database Etapestry of all supporters
2. Supporting Corporate Fundraising
- Helping segment and gather corporate prospects into the corporate pipeline.
 - Managing approaches to businesses for in-kind support.
3. Finance and Administration
- Updating book keeping records on a weekly basis, ensuring all fundraising income and expenditure is accurately recorded.
 - Setting up bank payments to ensure timely payment to suppliers.
 - Reconciling the fundraising database with the accounting system on a monthly basis.
 - Processing Gift Aid declarations on the database
 - Purchasing items required for the UK office and fundraising activities.
 - Working with the fundraising team to ensure supporter care activities and fundraising income are recorded accurately on the database and can generate accurate records for internal reporting.
 - Be self-serving in respect of administration and contribute to maintaining a tidy and welcoming work environment.

Managing volunteers:

- Day to day management and delegation of tasks to volunteers as needed.
- Managing volunteers as required (including at events) , creating work plans and ensuring that they are reaching targets & goals set.
- Providing ongoing support and guidance for interns & volunteers.

Strategy, Policies & Procedures:

- Contributing, as part of the staff team, to the development of policies and procedures for the organisation.
- Looking at systems used and suggesting changes to improve the efficiency of our fundraising, finance and administrative activities.
- Inputting into Temwa's broader fundraising strategy development and planning with the Fundraising & Communications Manager.

Person Specification

Essential

- A very strong performance ethic, driven and motivated towards the achievement of targets
- Meticulous attention to detail
- Experience of working on and managing events
- Ability to put the supporter at the centre of everything we do, providing them with the best possible experience
- Proven ability to develop relationships with people from a wide variety of backgrounds
- Experience of fundraising in either a formal or informal setting
- Strong IT skills, including Excel
- Excellent written and verbal communication skills
- Ability to follow and design new administrative systems
- Ability to work some evenings and weekends

Desirable

- Experience of working or volunteering with NGOs or charities
- Experience of CRM and finance databases
- Experience of volunteering or managing volunteers in a charity context

Our goal at Temwa is to harness the power of bringing communities together. We partner with communities in Malawi, empowering local people to end poverty and transform their own futures. We inspire local communities in the UK to help bring about this change. When communities come together. *Temwa* means 'love, within a community,' in the language of Tumbuka. We are a Bristol based charity committed to empowering remote African communities to end poverty and transform their own futures.

We know that without the central involvement of the communities in a project we cannot do anything that lasts. Temwa draws on 18 years working with remote communities in Malawi to understand that many of the challenges faced by poor rural communities are linked and mutually reinforcing. To make a lasting change, we partner with the communities and work through local structures to tackle the various causes of poverty simultaneously, not just symptoms.

We have a highly skilled team of 24 full time employees in Malawi implementing this work, based out of two offices in the Northern Region. Our UK office, based in Bristol, comprises a small fundraising and operations team of six staff (all of which are part time, 1-3 volunteer interns and a wider family of volunteers and supporters, committed to achieving this goal.

How to Apply

To apply, please send a CV (2 page maximum) and covering letter explaining how you feel you can meet the requirements of the role (2 page maximum) to sally@temwa.org

Closing Date Friday 3rd December 5pm

Interviews to be held w/c 6th December