

Job Title: Fundraising Administrator

Contract: 4-month fixed-term

Location: UCS, Hampstead

Reports to: Head of Fundraising and Stewardship

Salary: £24,586 pro-rata (£2,047 monthly + £13.52 overtime rate for additional hours)

Job Purpose

The Development Administrator will provide essential administrative and donor stewardship support to the fundraising team. This role will involve data entry, document preparation, proofreading, inbox management, and assisting with event logistics, while also supporting donor relations by writing compelling copy and helping to establish stewardship processes. The ideal candidate will have experience in administration and communications within the charity sector.

This is a temporary position designed to provide additional capacity to the Development Office during its busiest period of the year. With multiple high-profile fundraising initiatives and donor engagement activities taking place, this role will ensure that core administrative and stewardship tasks are completed, allowing the wider team to focus on strategic priorities.

Key Responsibilities**Fundraising Support**

- Handle the day-to-day administration and general supporter inbox queries, including via telephone, email, and post.
- Respond to or forward queries from the public about fundraising activities to ensure they are dealt with quickly and effectively to maximise fundraising opportunities.
- Work closely with colleagues across the team and wider school to ensure all requests for Development Office support are actioned promptly and deadlines are met.

Stewardship Support

- Track, allocate, and anonymise stewardship stories as they come in.
- Oversee and store BAH (Bursary Award Holder) consent forms, ensuring stories are correctly tagged with consent details.
- Refresh stewardship systems with new stories.

Event Support

- Assist with event planning, including:

- Invitations and guest list management
- Name badge preparation
- Liaising with catering
- Event setup, maintenance run-throughs, and takedown
- Registration
- Post-event follow-up, including thank-you emails and photo distribution
- Attend department events to support guest registration, logistics, and other necessary duties. Please note these are sometimes after hours or during weekends.

Gift Administration & Database Support

- Ensure the accurate creation, maintenance, and updating of new and existing supporter gift records on the fundraising CRM database (Raiser's Edge).
- Administer donations received, including reconciling income, accurately recording, coding, and processing donations across multiple income streams.
- Maintain accurate Gift Aid documentation and ensure supporter records are credited appropriately.
- Support the administration of various income streams and fundraising campaigns.
- Trigger thank-you processes in Raiser's Edge NXT.

Communications & Proofreading

- Proofread, format, and upload content for:
 - Fundraising emails
 - Fundraising proposals
 - External communications and press materials
 - Campaign design work
 - Website copy
 - Printed materials (including liaising with mail houses to check mail merges and ensure accuracy)
 - Newsletters and announcements

Development Inbox Management

- Update out-of-office messages and correct outdated details.
- Clear and manage incoming emails.
- Respond to information requests (e.g., exam results, year group confirmations).
- Process database updates and solicitation changes.

Person Specification

Essential Skills & Experience

- Experience in an administrative or communications support role within the charity or non-profit sector.
- Strong written communication skills, with the ability to draft compelling and engaging content.
- Excellent organisational skills with the ability to prioritise multiple tasks efficiently.
- Proficiency in Google Suite (Gmail, Google Drive, Docs, Sheets) and/or Microsoft Office (Word, Excel, Outlook).
- Experience using fundraising databases such as Raiser's Edge, Salesforce, or similar CRMs.
- Strong attention to detail, particularly in proofreading and data entry.
- Ability to work collaboratively within a team and independently when required.

Desirable Skills & Experience

- Experience with donor stewardship and fundraising communications.
- Knowledge of GDPR and best practices for donor data management.
- Previous involvement in event coordination.
- Familiarity with online design tools (e.g., Canva) for creating event and stewardship materials.

Working Arrangements & Benefits

- This role is full-time (35 hours per week), based on-site at UCS, Hampstead.
- Potential for flexible working arrangements depending on workload and event schedules, typically 1 day per week WFH
- Pro-rata salary with all overtime paid at hourly rate
- Free access to school facilities such as the gym and pool (term time only)
- Breakfast, lunch and afternoon tea included
- Opportunities for professional development and training

Application Process & Deadline

- To discuss the role, please contact eilish.sorohan@ucs.org.uk or call M: 07526196003 / T: 0207 433 2208
- In addition to completing the accompanying form, applicants should provide a full Curriculum Vitae and a supporting letter. The closing date for applications is Wednesday 2nd April, 12pm. However, please note that we reserve the right to interview and appoint at any stage during this process; early applications are therefore very welcome.
- Interviews w/c 7 April

University College School is fully committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an Enhanced check for Regulated Activity from the Disclosure and Barring Service (DBS) before a formal offer of employment is made. This is a requirement as the position is within a school working with children aged under 18. UCS will also undertake its own recruitment checks through contact