



Job Description		
Job Title	Database and Annual Campaign Administrator	
Responsible to	Development Director	
Department	Development and Alumni	
Purpose of job and primary objectives	<p>Fulfil all duties associated with the summer calling programme including call room administration, generating correspondence, donor management, gift entry, credit card and debit receipts and reconciliation. Also included is gift fulfilment follow up.</p> <p>Identify, research and segment out prospects for the major gifts</p> <p>To produce an accurate monthly Gift Aid Claim to be received by the HMRC</p> <p>To ensure all gift entries are entered into fundraising and donor management database accurately and in a timely fashion</p> <p>Ensure donors receive a letter of thank you describing their gift within three days of receipt.</p> <p>To work closely with the company retained to coordinate calls to Parents/OCs in our annual telephone campaigns including the sharing and management of database information.</p> <p>Bring forward and generate gift reminders either directly or with the assistance of Director.</p> <p>Using the fundraising and donor management database, produce complex batch reports and query the database for segmented lists used in donor identification, research and solicitation.</p> <p>Communicate with all constituents in high volume as part of our CRM duties</p> <p>Using the fundraising and donor management database, ensure all gifts are accurately entered and tracked for fulfilment and renewal/upgrade.</p>	

	<p>To complete all accounting duties including banking, gift entry and reconciliation and attend monthly meetings with Finance.</p> <p>Manage online donations via Virgin Money Giving, and gifts from the USA via Chapel and York.</p> <p>Manage all associated annual programme correspondence including all contacts. This includes donor renewals and unfulfilled solicitations. Over £3000 gift renewals will be assigned to the Director and under £3000 assigning the Major Donor Coordinator.</p> <p>Personally send two letters then personally contact all persons with unfulfilled pledges in a timely manner.</p> <p>Place all renewals and unfulfilled gifts on an Annual Campaign pipeline document, assign accounts to the appropriate account manager and track results.</p> <p>Work with the Director in the production and distribution of an Annual Report which is included with annual campaign mailings. Included will be year financial reporting</p> <p>Maintain a sound knowledge of all tax laws as it pertains to charitable giving.</p> <p>To manage the fundraising and donor management database</p>	
<b>What we are looking for:</b>		
	<p><b>Key Traits:</b> <u>Essential:</u></p> <ul style="list-style-type: none"> <li>• Customer focused</li> <li>• A curiosity and ability to learn and apply new concepts quickly</li> <li>• Good critical thinking skills</li> </ul>	
	<p><b>Key Qualifications:</b> <u>Essential:</u></p> <ul style="list-style-type: none"> <li>• Good level of secondary education, or equivalent</li> </ul>	
	<p><b>Knowledge &amp; experience required:</b> <u>Essential:</u></p> <ul style="list-style-type: none"> <li>• experience working within fundraising and administration of fundraising</li> <li>• Understanding of how a development office operates</li> </ul>	

	<ul style="list-style-type: none"> <li>• Experience of using Potentiality, or similar database such as Raisers Edge</li> </ul> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> <li>• Experience/knowledge of the Independent education sector</li> </ul>	
	<p><b>Skills Required:</b></p> <p><u>Essential:</u></p> <ul style="list-style-type: none"> <li>• Strong written and oral communication skills</li> <li>• Evidence based decision making</li> <li>• Excellent IT skills</li> <li>• Excellent numerical skills</li> </ul>	
<b>Other general responsibilities:</b>		
	<p><b>Values and behaviours</b></p> <ul style="list-style-type: none"> <li>• Uphold Clifton College’s values</li> <li>• Act as a role model for all Clifton employees</li> <li>• Support the College in embedding our values and desired behaviours in order to promote a positive, respectful, compassionate, and inclusive culture and working environment</li> </ul> <p><b>Equal Opportunities</b></p> <ul style="list-style-type: none"> <li>• Maintain an up to date knowledge of Equality and Diversity legislation and the organisation’s Equality and Diversity policies and procedures, in particular with regard to the recruitment and retention of staff.</li> </ul> <p><b>Safeguarding</b></p> <ul style="list-style-type: none"> <li>• Maintain an up to date knowledge of Safeguarding legislation, and the College’s safeguarding policies and procedures, in particular with regard to the recruitment and retention of staff.</li> </ul> <p><b>Health and Safety</b></p> <ul style="list-style-type: none"> <li>• Ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College’s Health and Safety policies and procedures are fully implemented and adhered to as applicable, particular with regard to the recruitment and retention of staff.</li> </ul> <p><b>Professional Development</b></p> <ul style="list-style-type: none"> <li>• Maintain and update your own knowledge and skills in line with legislation and the needs of the role.</li> </ul>	

