



Job Title:	Fundraising Administrator
Organisation:	Bristol Aero Collection Trust, Filton, Bristol
Salary:	c. £17,000 pa.
Responsible to:	Fundraising Manager
Hours:	Full Time – 37.5 Hours p/w

This is an exciting opportunity for an efficient and capable Administrator to support the brand new Aerospace Bristol museum.

The overall vision for Aerospace Bristol is:

An industrial museum and learning centre in Filton which inspires, entertains and informs present and future generations through their understanding of and engagement with the stories and collections of Bristol's aerospace industry – past, present and future.

The aims are to:

- Enable a wide range of people to participate in and learn about the region's aviation heritage
- Advance learning, skills and training particularly in science, technology and engineering
- Conserve the heritage for present and future generations to experience, appreciate and enjoy
- Celebrate the world class achievements of the aerospace industry and the people who made it possible.

Overview of the Role

The Fundraising Administrator is a full-time post working as part of the Fundraising and Marketing department. The role will support all activity within the department including events, fundraising appeals and building relationships with supporters to increase the charitable gifts given by a broad range of donors. The role also includes administrative duties to support the Executive Director and will include minute taking and governance matters.

Key areas of work:

- Act as first point of call for general email enquiries and all telephone donation enquiries, processing transactions, responding with information and timely thank you letters
- Manage the individual giving schemes eg Concorde memory map
- Manage the donor responses from marketing activity
- Be responsible for fundraising data management on the CRM database, Microsoft Dynamics and the ticketing system Gateway, recording contacts, monies donated and gift aid
- Support the organisation with the planning and smooth running of fundraising engagement and stewardship events; prepare invitation lists, dispatch invitations, collate replies and chase responses, research and provide briefings, attend and support the occasion
- Be part of the team helping to engage the public at awareness-raising events when appropriate
- Support with general administration including: drafting agendas; taking and preparing minutes, letters and emails; recording ongoing actions; copying and distributing information; organising and maintaining effective filing systems
- Support the Executive Director by setting up meetings, maintaining good communications with Trustees and stakeholders, organising travel arrangements and collating expenses

- Any other duties as can reasonably be expected from the role.

Knowledge, experience and skills

- administrative experience in an office environment (E)
- using relationship databases and/or ticketing systems for inputting data and generating reports (D)
- financial processing (D)
- working with the public in writing, emails and over the telephone (E)
- knowledge of membership schemes and fundraising techniques (D)
- charity/fundraising experience (D)
- highly organised and good at devising systems and processes (E)
- highly literate - excellent writing skills, quick but with an attention to detail (E)
- excellent IT skills – efficient and quick typing speed, confident in use of Word, Excel, Powerpoint and database systems (E)
- ‘can-do’ attitude, we are seeking someone who is reliable, hard-working, resilient, adaptable, enthusiastic and self-motivated (E)
- commitment to best practice and willingness to learn about the Bristol Aero Collection Trust (E)
- willingness to learn about the relevant legislative requirements relating to the role so as to operate within charity law, data protection, copyright legislation and comply with the Institute of Fundraising Codes of Practices (E)
- self-starter with initiative but the good sense to know when to seek approval (E)

D = Desirable E = Essential

Terms and conditions

- Salary c£17k commensurate with experience
- 37.5 hours per week, with some evening and weekend work as required, with notice and time off in lieu.
- 25 days paid holiday per year (plus bank holidays).
- The Bristol Aero Collection Trust is an equal opportunities employer.

Applicants should apply with a CV and a supporting statement as to why they are interested and suitably experienced for the position. Please include your current salary. Please email applications to recruitment@aerospacebristol.org.

The closing date for receipt of applications is 22 February 2018

Interviews will be held on Wednesday 28th February and Thursday 1st March, if you already know that you cannot make any of these dates, please provide alternative dates with your application, stating when you would be available for interview, thank you.