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<b>Job Title:</b>	Fundraising and Individual Giving Coordinator
<b>Reports to:</b>	Director of Finance
<b>Location:</b>	Shaw House, Oxford
<b>Hours:</b>	35 Hours

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RABI – The Royal Agricultural Benevolent Institute – is farming’s oldest and largest charity. We’ve been serving the farming community since 1860. We offer financial support, practical care, and guidance to farming people of all ages, including farmers, farmworkers and dependants, working with compassion and discretion.

It’s our vision that no member of the farming community should ever have to face adversity alone.

**Our Values:**

- **Caring** – We are committed to treating everyone with empathy and compassion
- **Trust** – We won’t let people down, working with honesty and openness to achieve what we have promised
- **Fair** – We strive to treat everyone equally and reasonably
- **Stewardship** – We take great care of the resources entrusted to us and act with integrity to maximise their use
- **Respect** – We value the contribution made by all and treat others as we would like to be treated, with sensitivity and without prejudice

**Key purpose:**

The Fundraising & Individual Giving Coordinator role is integral to care of our personal supporters and our individual giving programme for the Royal Agricultural Benevolent Institution (RABI).

We are going through an exciting period of change and development. We are seeking a person who will be responsible for the care and development of our relationships with our personal supporters and the development of creative new initiatives to support the charity’s expanding range of innovative projects.

**Key responsibilities:**

**Individual Giving**

- Work with the National Fundraising Manager and colleagues to develop the strategy for increasing income across all individual giving streams.
- Administering the individual giving fundraising programmes in order to maximise returns from our existing donor base.
- Monitor giving against the annual targets agreed for all areas of our individual giving programmes.
- Review our giving data from the database in order that we monitor our effectiveness.
- Analyse the individual giving data on the charity’s database to ensure that all opportunities are being captured and produce monthly reports
- Maximise Gift Aid income opportunities and work closely with the finance team to ensure gift aid declarations are accurately made and recorded.

- Ensure that the database records for our personal supporters is maintained and up to date.
- Produce and issue letters and emails of thanks for donors.

### **Fundraising**

- Responding to general enquiries from the RABI fundraising email address and the donations hotline.
- Work with the National Fundraising Manager on the development and implementation of fundraising campaigns
- Support the National Fundraising Manager in the oversight of the RABI shop on the web which includes the sale of Christmas Cards and Calendars.
- Provide a first point of contact for individuals who are fundraising for RABI including sending out fundraising packs and providing fundraising guidance & advice.
- Provide point of contact for volunteering team regarding volunteering fundraising queries
- Help ensure that we comply with legal and compliance requirements including industry best practice, GDPR/PECR regulations and the CIOF code of Fundraising Practice.

### **General**

- Develop and maintain good working relationships and liaison with other members of RABI staff.
- Be a constructive member of the team and work cooperatively with other staff members.
- Take part and contribute to team meetings.
- Cooperate with RABI on health and safety matters, taking reasonable care of own and other people's health and safety within the workplace. Follow and H&S training received and alert RABI to any serious risks.
- Actively participate in the staff appraisal scheme and be committed to training and development in line with the Charity's aims and objectives.
- Liaise with volunteers, clients, contractors and other stakeholders as necessary.
- Promote the Charity's work, assisting with demonstrations and in fundraising and awareness events as appropriate.
- Perform any other reasonable task as required by the Charity.

### **Person Specification:**

#### **Essential**

- Affinity with the goals and objectives of RABI.
- A positive and creative approach to work.
- Ability to record and analyse data.
- Self-motivated and confident in working both independently and in teams
- Good communicator, including face-to-face, in writing and via remote communications.
- Good written and numeracy skills.
- Ability to manage time effectively, prioritise workload and plan ahead.
- Good IT skills (MS Office including Excel and WORD).

#### **Desirable**

- A full UK driving licence
- Understanding of Data Protection and fundraising regulations, compliance and best practice

**This role profile is not exhaustive and is subject to review in conjunction with the post holder according to future developments at RABI. Full training and support will be provided for the right candidate including support in completing the Diploma in Fundraising at the Chartered Institute of Fundraising.**



## Benefits

- Competitive salary
- Enrolment to Nest on commencement of employment and then opportunity to join RABI's group pension scheme with Standard Life where RABI make contributions equivalent to 10% of your basic salary, provided you make a personal contribution of 5%
- Life assurance from day one
- Access to our Employee Assistance Programme

**The closing date for applications is 9am on Friday 5<sup>th</sup> August 2022.**

*RABI is proud to be an equal opportunity employer and aims to ensure that all employment practices secure equality of opportunity and that no prospective or current employee receives less than favourable treatment at RABI as a result of their sex, sexual orientation, age, race, religion, belief, ethnic origin, disability, marital, or for any other reason which cannot be shown to be justifiable. Our recruitment process strives to ensure that individuals are selected only based on their relevant skills, experience, qualifications and abilities.*