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**Fundraising Assistant**

**Accountable to: Fundraising Manager**

**Responsible for: Income generation**

**Hours: 37 hours p/w**

**Location: LSESU & SUARTS, Central London**

**JOB PURPOSE**

1. **To support the Fundraising Manager to generate income**
2. **To maintain relations with external organisations**
3. **To contribute to sales & fundraising strategy**

**Key Responsibilities**

1. **To support the Fundraising Manager to generate income**
* Respond to and process day-to-day media sales enquiries, confirm bookings and organise invoices
* Responsible for keeping accurate and timely records of all bookings and raising invoices through our finance team accordingly
* Responsible for all administration and negotiation relating to day to day media sales enquiries and bookings through BAM (Students’ Union media agency)
* Be the point of contact and staff liaison for all on-site client advertising activity
* Work with a wide range of Union staff and officers to generate income for projects and events as directed by the Fundraising Manager
* Process bookings for Freshers’ Fair and ensure specific requirements are captured and delivered
* Ensure physical promotions are displayed and up to date in LSESU and SUARTS sites
1. **To maintain relations with external organisations**
* Maintain good working relationships with multiple clients
* Client support at the freshers fair (set-up, requirements on the day, feedback)
* Maintain and develop links with external organisations
* Liaise with the Communications team to ensure marketing campaigns are delivered, monitored and accurate results are recorded
* Act as the main point of contact between third party media agencies and the Students’ Union
1. **To contribute to sales & fundraising strategy**
* Contribute to reaching financial targets at both Unions
* Build, manage and expand the client database, ensuring records are kept up-to-date
* Contribute to NUS Extra sales strategy and liaise with the Communications team to promote the cards – track sales and marketing performance
* Research and identify new funders and business opportunities

**General Duties**

* To deliver and develop targets outlined in the Union’s strategic plan.
* To contribute and assist in the Union’s planning processes and the review of its performance and systems.
* Contribute to the positive and professional image of the Union and not act in such a manner as to bring the Union into disrepute.
* To observe and uphold the requirements of the Union Constitution and act at all times in accordance with policies including equality of opportunity.
* To undertake your own typing, filing, photocopying etc.
* Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
* To take ownership of, their Induction, Personal Review Programme, Departmental Staff Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students’ Union.
* A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Freshers and welcome festivals and any other key event, including elections, if necessary. Staff are expected to portray a positive image, both internally and externally of the Students’ Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.
* Where you are required to work with volunteers you must support and manage them appropriately in line with the Students’ Union volunteer policy
* Environmental consideration and environmental best practice is the responsibility of all Students’ Union staff

Any other tasks that would be deemed suitable within this role as directed by line manager