



**FUNDRAISING & EVENTS ASSISTANT
LDHQ, Westminster SW1P**

**Salary: £22,000 p.a.
& employer's pension contribution**

JOB SPECIFICATION

Job Title:	Fundraising & Events Assistant
Responsible to:	Head of Fundraising
Salary:	£22,000 per annum
Benefit:	8% Employer's Pension Contribution
Tenure:	Permanent
Hours:	Full time 40 hours per week
Location:	Lib Dems Headquarters, Westminster, London SW1P

Purpose of job

This is a key role providing high quality administrative and events support to the Liberal Democrats Fundraising Team.

Background

This is an exciting time to join the Liberal Democrats and to be working in British politics. Our Exit from Brexit campaign has been a major force in mobilising public opinion in favour of a People's Vote on the final deal, our party membership is at an all-time high of nearly 100,000, and in 2018 we gained more seats in council elections than any other political party. Our leader Vince Cable has announced exciting new initiatives to open up and modernise the Party, which will be voted on at our spring conference in March 2019, and we are gearing up for a People's Vote or a general election [or both] which could take place later this year.

You will be joining an experienced fundraising team that is focused on mobilising support from major donors to enable further growth across the Party and to help fund future elections. We have ambitious targets to reach in the years ahead and this role is an excellent opportunity to develop a range of skill sets and work collaboratively with colleagues across LDHQ and the wider Party.

Key Responsibilities

1. Correspondence, finance and data management
 - Serve as primary point of contact to our donors for events, correspondence and queries
 - Process all incoming donations and add to the Raiser's Edge Database
 - Manage the income tracking spreadsheet and produce weekly income reports
 - Maintain donor records in the Raiser's Edge database and generate reports and queries as needed
 - Draft, obtain approval and send out thank you letters to donors from the CEO, Party Leader and Party Treasurer
 - Research and evaluate prospective donors to the Party
 - Manage the diary of the Party Treasurer
2. Event Management
 - Locate and book suitable venues and negotiate reasonable rates
 - Draft and send out event invitations in MailChimp and manage guest lists utilising Excel
 - Correspond with attendees and serve as primary liaison to hosts and event venues

PERSON SPECIFICATION

This is a fast-paced role suited to someone with excellent organisational and computer skills, effective time management and good interpersonal skills.

Essential Skills and Experience

1. Self-starter with strong administrative skills and excellent attention to detail
2. Excellent computer skills including Word and Excel
3. Good communication skills, both orally and in writing
4. Ability to prioritise multiple tasks and meet short deadlines
5. Flexibility to work some evenings throughout the year and to travel outside of London for our spring and autumn party conferences;
6. Sympathy with the aims and values of the Liberal Democrats and motivation to support our fundraising efforts.

Desirable Skills and Experience

1. Knowledge of Raiser's Edge database or other donor management databases
2. Experience in organising and managing events
3. Knowledge and experience of MailChimp email marketing system

APPLICATION PROCEDURE

Please apply online on our website by attaching: -

- 1) A copy of your CV; including complete work history
- 2) A Covering Letter; no more than 2 pages of A4 in length, indicating clearly how your experience and skills meet the criteria stated in the job and person specification. Please also write your name on top of your supporting statement.

Closing date: Thursday 14th February

First round interviews will be conducted w/b 18th February

Please note: We will not be able to employ you if you are not eligible to work in the UK. We will not be able to obtain a work permit on your behalf.

The Liberal Democrats are equal opportunity employers and particularly welcome applications from groups who are currently under-represented in our staff.