

## Vacancy - Fundraising Assistant

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### Position details:

- 20 hours per week – Flexible
- Flexible location
- £7 per hour or £7,280 per annum

We are looking for a self-motivated and reliable person to provide administrative assistance to our Fundraising Director.

### Duties will include:

- Researching trusts & foundations
- Data entry
- Dictation
- Producing newsletters
- Assisting with mailings
- Making follow-up calls
- Filing

### The ideal candidate will possess

- Good organisational and time management skills
- A methodical approach with good attention to detail
- Excellent written and verbal communication skills
- Adaptability and the ability to deal with people at all levels
- A good sense of humour
- Experience in data entry and competence in MS Word, Excel, internet and email

This is an exciting opportunity to join one of the South's fastest growing professional fundraising consultancies.

To be considered, email or post your CV to:

**JM Professional Fundraising**

Fundraising Office

PO Box 762

Horsham

West Sussex RH12 9AS

[jm@jamesmarlow.co.uk](mailto:jm@jamesmarlow.co.uk)