

# Application pack

Fundraising and Executive Coordinator



June 2017

## Fundraising and Executive Coordinator

<b>Report to</b>	External Relations Director
<b>Closing date</b>	17 July 2017 at 9am
<b>Salary</b>	Circa £22,000 per annum (dependant on experience) plus benefits
<b>Hours</b>	Full time
<b>Location</b>	London, WC1
<b>Contract</b>	One year (with possibility of permanent role to follow)

### The organisation

Unlocked Graduates aims to break cycles of re-offending by developing outstanding individuals to lead rehabilitation in prisons and throughout society. The organisation is a start-up that offers top graduates and career changers a ground-breaking opportunity to work in prisons as officers for two years. During this time, participants will focus on breaking cycles of re-offending and giving second chances to those who lacked opportunities earlier in life, alongside completing a rigorous leadership development training programme. The skills they learn will propel them into leadership roles in a range of sectors when they complete the scheme. We want to see a country where prisons successfully rehabilitate, and reoffending rates are significantly lower.

### The role

Unlocked Graduates is seeking an exceptional Fundraising and Executive Coordinator to support our CEO, External Relations team and the wider organisation. We are a start-up organisation so there is lots of scope for the right candidate to make the role their own and progress. We are looking for someone an all-rounder who is organised, with a keen eye for detail, enjoys writing professionally and has a can do attitude. You will believe in, and have a strong passion for the mission of the organisation, and be a key team member, helping the whole organisation to achieve its goals. We are a movement for change, and are seeking a bright and capable individual who is willing to go the extra mile to make this happen.

### Key accountabilities

#### Executive support to the CEO

- Act as ‘gatekeeper’ for the CEO, taking telephone calls and managing high volumes of email correspondence
- Manage busy diary, liaising with a wide range of external organisations including prisons and MPs to organise visits and meetings
- Draft formal written correspondence
- Prioritise urgent correspondence and action points.

#### Wider administrative support to the team

- Manage travel and hotel bookings for the Operations and External Relations team
- Coordinate staff team and board meetings across multiple diaries

- Keep excellent records of contacts and key interactions
- Maintain office stationery and equipment
- Support the Operations and Office Manager with office management.

## **Fundraising Coordination and events planning**

Under the supervision of the External Relations Director, support the planning, development and implementation of new fundraising activity to identify, recruit, and retain major individual donors, including:

- Managing all elements of smaller fundraising events and supporting the administration and coordination of large scale events with c200 potential donors
- Coordinating and supporting fundraising relationships and meetings with members of the senior leadership team and board, ensuring timely follow-up and identifying opportunities to engage and update donors about our work
- Writing personalised updates to individual donors, and developing tailored introductory briefings for funders about our organisation and activities
- Building a detailed understanding of all elements of our operations and activities to identify projects and activities of interest to potential funders
- Coordinate and manage the External Relations team's fundraising work plan

## **Other key responsibilities**

- Be committed to the mission and values of Unlocked Graduates
- Be a service provider and capacity builder for the organisation as a whole
- Keep abreast of relevant legislation changes and relevant sector policy developments
- Other duties as agreed with the External Relations Director as commensurate with the nature and seniority of this position.

## **Person specification**

### **Experience**

- One year's experience within an administrative role
- Handling confidential correspondence and data
- Events and/or campaigns management
- Writing for a wide range of audiences and to tight deadlines
- Experience of criminal justice sector or public sector graduate recruitment programmes (desirable)
- Qualified to degree level, or equivalent (desirable).

### **Skills and characteristics**

- A self-starting, proactive approach
- Take a proactive approach to supporting colleagues
- Excellent interpersonal and presentational skills to work with external stakeholders
- Proficiency in all aspects of Microsoft Office (essential); knowledge of databases (desirable)
- Analytical approach to interpret data and present fundraising budgets

- Exceptional project/events management skills
- Highly organised with an ability to plan, prioritise and manage deadlines in a fast-paced environment
- Self-reflective with a good awareness of your strengths and weaknesses and a willingness to improve
- A commitment to Unlocked Graduates' vision, mission and values
- Evidence of working as a team player and delivering projects
- All staff are expected to follow Unlocked Graduates' Equal Opportunities policy

## To make an application

To apply, please send a **CV (including salary level earned for each post)** and a **letter of application** explaining your interest in this post and how you meet the points in the person specification above. Please also give details of two referees and kindly complete the equal opportunities monitoring form attached. **Applications can be made by email.** Applications should be sent to [lucy.kinder@unlockedgrads.org](mailto:lucy.kinder@unlockedgrads.org)

If you would like to have an informal and confidential discussion about the role or about the process please contact Lucy Kinder using the contact details above.

**Closing date:** Monday 17th July at 9am

For more information about Unlocked please visit our [website](#).